



CrewPortal User Manual

Version 8.20

November 2018

merlot.aero
smart airline solutions | future ready technology

This page intentionally left blank

Modified By	Date	Version	Changes
Cherie Elpel	9 June 2014	1.0	First Draft
Cherie Elpel	3 July 2014	1.0	Final
Cy De Guzman	10 September 2016	6.7.3	First Draft
Cy De Guzman	31 October 2016	6.7.3	Final
Cy De Guzman	27 April 2017	7.0.0	Acknowledge Pending Notifications to Perform Trades and Swaps, Open Time Pickup for Non-FPG Pairing Types, Original Roster Report, Gold Day Off for Pure Reserve Line, Convert Day Off to Personal Time Off
Cy De Guzman	16 August 2017	7.1.0	Advanced Requirement for Out of Base Trades Duties – updated screenshot
Cy De Guzman	04Dec2017	7.2.1	Updated Requests with Annual Leave Partial Credits text and screenshot
			Added Trading for Contiguous Pair Types topic
Cy De Guzman	27 Dec 2017	7.2.0 R2	Reduce Portal Trade Notifications - Added new topic Automatic Acknowledgement of Duty Changes in Acknowledging Duties
			Create New Roster Request Form Changes – updated Requests text and screenshot
			Real-time Processing of Swaps and Trades - updated Trip Trade main screenshot added new subtopic Trip Trade > Recent Activity updated To create a new trade: step 2 screenshot added text and chart to Trip Trade > Recent Activity updated main screenshot in Swap Cart updated screenshot in My Cart link updated screenshot in My Trades link updated Open Time main screenshot updated Adding Open Time Pickup/ Drop Swaps in the Swap Cart screenshot updated Adding Open Time Pickup/ Drop Swaps in the Swap Cart > step 4 screenshot updated screenshots for Find Crew > By Crew Details updated screenshots for Find Crew > By Duty Type
Cy De Guzman	30 April 2018	8.0.0	Updated screenshots and texts. Added Localisation section.
Cy De Guzman	11 July 2018	8.1.0	New Languages for AircraftPortal Localisation – Updated Localisation section screenshot and text. Allow Sign-On for Duties with Critical Company Rule Violation – Added new topic under Urgent Actions: Signing-On for a Duty
Cy De Guzman	11 July 2018	8.1.0	Added Expiries section Adjusted Navigational Aids
Bea Tabuñar	October 2018	8.2.0	Added FindCrewPrivatePairingTypes admin notes in Find Crew and Trades Updated Messages and Documents sections to show the Acknowledge By fields

DISCLAIMER:

This user guide is for training purposes only. The information contained in this user guide is current at the time of publication. It can be used to reference and may be subject to change.

Table of Contents

What are Merlot's applications?	7
Introduction	8
What is CrewPortal?	8
What is the difference between CrewPortal and AircraftPortal?	8
CrewPortal Prerequisites	8
Getting Started	8
CrewPortal Audience	8
Logging In	9
Single Sign On via Microsoft Azure Active Directory (AD)	9
Incorrect User Name or Password.....	10
Forgot your password?	10
Skins	12
Localisation	13
The Graphical User Interface (GUI)	14
CrewPortal Feature Familiarity	15
Crew Member Information Bar.....	15
Urgent Actions	15
Signing-On for a Duty.....	16
Display Area	19
Operational Announcements	19
CrewPortal Tabs Area	20
Widgets.....	21
Tab Options.....	23
Profile	24
Password.....	25
Next of Kin Address.....	26
Address	27
Email.....	27
Phone	28
Documents	29
Uniforms	30
Dates	31
Notes	32
Changes.....	33
Open Roster	34
Acknowledging Duties	35
Automatic Acknowledgement of Duty Changes	36
Duties.....	37

Times.....	38
Sectors	38
Rules	39
Messages.....	40
Open a Message	40
Acknowledge a Message.....	41
Print a Message.....	41
Delete a Message.....	41
Trip Trade.....	42
Recent Activity.....	43
Direct Trade.....	45
Find Crew.....	47
Find Crew By Crew Details.....	47
Find Crew By Duty Type.....	48
Reports.....	49
Rosters.....	51
Employee Details	53
Editing Crew Information	54
Sharing Roster Details.....	55
Expiries	56
Requests	58
Requesting for Gold Days.....	61
Trading Gold Days.....	62
Converting Day Off to Personal Time Off	62
Flight Brief	63
Documents	65
Expenses	67
Open Time	68
Swapping Open Time Pirings	69
Trip Trades for non-FPG Pairings in CrewPortal	69
Trading for Contiguous Pair Types	69
Swap Cart	70
Adding Open Time Pickup/ Drop Swaps in the Swap Cart	70
Adding Direct Swaps in the Swap Cart.....	72
Checking Out Items from the Swap Cart	74
Deleting Items from the Cart.....	76
Accepting and Declining Swap Cart Swaps and Offers	78
Resubmitting Failed or Cancelled Swaps	79
Application Flow Diagram.....	80

CrewPortal Glossary 81

What are Merlot's applications?

The Merlot suite is a complete organizational management solution offering all aspects of airline resource planning and control to ensure the safety, efficiency and quality of your crew and operational environment.

Merlot is a comprehensive suite of applications covering all aspects of your airline needs. It has been developed with the entire business process in mind, including the customer process from the moment ticket sales are planned until the point the passenger reaches their destination.

For your convenience, Merlot applications are divided into two main categories:

- Aircraft Applications
- Crew Applications

There are several applications under these two main categories.

Aircraft applications include:

- AircraftSchedule
- AircraftFollow
- AircraftPortal
- AircraftMobile

Crew applications include:

- CrewPlan
- CrewBuild
- CrewRoster
- CrewPortal
- CrewMonitor
- CrewFollow
- CrewPayroll

Introduction

What is CrewPortal?

CrewPortal allows the timely distribution of information to crew, providing secure and global access through a standard Internet browser i.e. Internet Explorer. CrewPortal is the crew's access to the Merlot system. It is a platform where crew can interact with crewing officials, such as crew schedulers.

What is the difference between CrewPortal and AircraftPortal?

CrewPortal is the crew's access to the Merlot system and the way in which the crew can interact with crewing officials. AircraftPortal captures aircraft operations data to provide ground services with up-to-date information.

CrewPortal Prerequisites

There are no Merlot prerequisites for CrewPortal.

Crew members familiar with airline processes such as signing on for duty, checking flight duties, trip trading, flight briefings and other crew-related duties will be able to use the CrewPortal application.

Getting Started

It is suggested that users familiarize themselves with the CrewPortal GUI, also known as the Home page and the feature familiarity section and then proceed to sections of interest to learn how to use various functions of the CrewPortal application. Finally, it is suggested that users review the glossary located at end of the manual to become familiar with crew-related terminology used in the application.

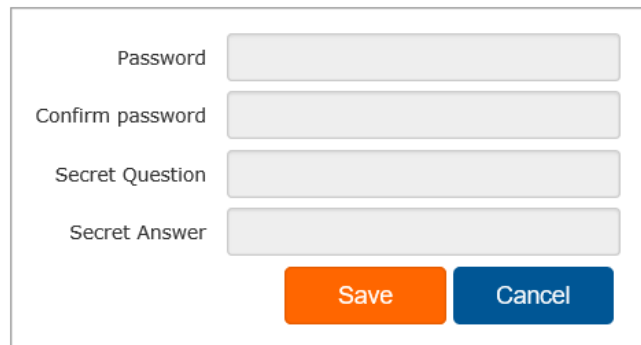
CrewPortal Audience

CrewPortal system users are airline flight crew members. Crew schedulers using Merlot crew applications will also benefit from a familiarity with the CrewPortal application.

Logging In

First Time Registration

You can access CrewPortal through the website link provided by merlot.aero.



The image shows a registration form with four input fields and two buttons. The fields are labeled 'Password', 'Confirm password', 'Secret Question', and 'Secret Answer'. Below the fields are two buttons: an orange 'Save' button and a blue 'Cancel' button.

To access CrewPortal for the first time:

1. Enter your employee id in the **User Id** field.
2. As a first-time user, leave the **Password** field blank
3. Click on the **Login** button to continue.
4. Enter a password in the **Password** field and re-enter the password in the **Confirm Password** field.
5. Enter a secret question and answer in the **Secret Question** and **Secret Answer** fields.

The answer to the secret question will allow you to use the Forgot your Password functionality to reset your password if you ever forget it.

6. Click **Save** to save the information or click **Cancel** to close the form without generating action.

Once registered, CrewPortal remembers your credentials. You will not need to login again unless you change your CrewPortal password. You must be online to register.

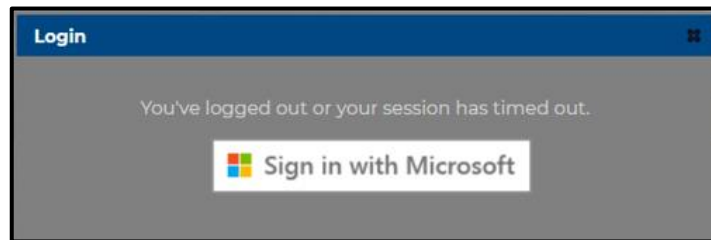
Single Sign On via Microsoft Azure Active Directory (AD)

All merlot.aero applications can be accessed through a user's Microsoft account. Customers with multiple operators have the option to use either a merlot.aero account or a Microsoft account for logging in.

Once Azure AD is setup, the administrator must configure all user and employee accounts. Every user and employee has an Azure AD Login and SSO Only option. If they are required to login via SSO only, the checkbox must be selected and their login ID must be placed in the Azure AD Login field. These options are available for new and existing users and employees.

When the user or employee's login is authenticated, the home page will display immediately.

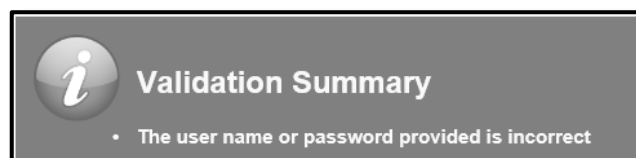
The login prompt below is displayed whenever an active session times out.



If a user's account is not associated with an Azure AD Login, an error message will be displayed.

Incorrect User Name or Password

If the User ID or Password you entered is incorrect, the following Validation Summary prompt will display.



Forgot your password?

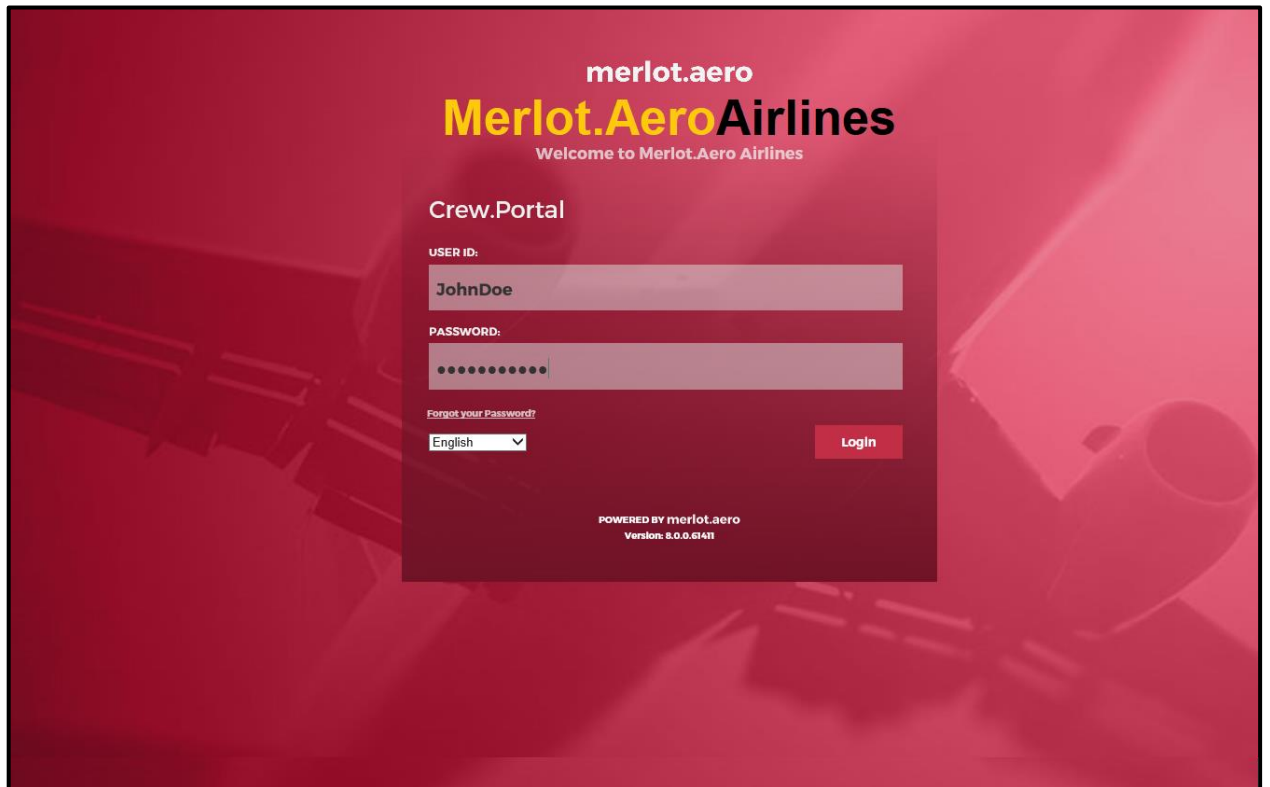
If you have forgotten your password and want to recover it, click on the **Forgot your password?** link. To recover your password, you will be asked to enter the answer to your secret question.

To access CrewPortal:

1. Log in by doing the following:
 - a. Click on the link provided; or
 - b. Copy and paste the web address into your browser window.

2. Press **Enter**.

The CrewPortal Log In window will display.

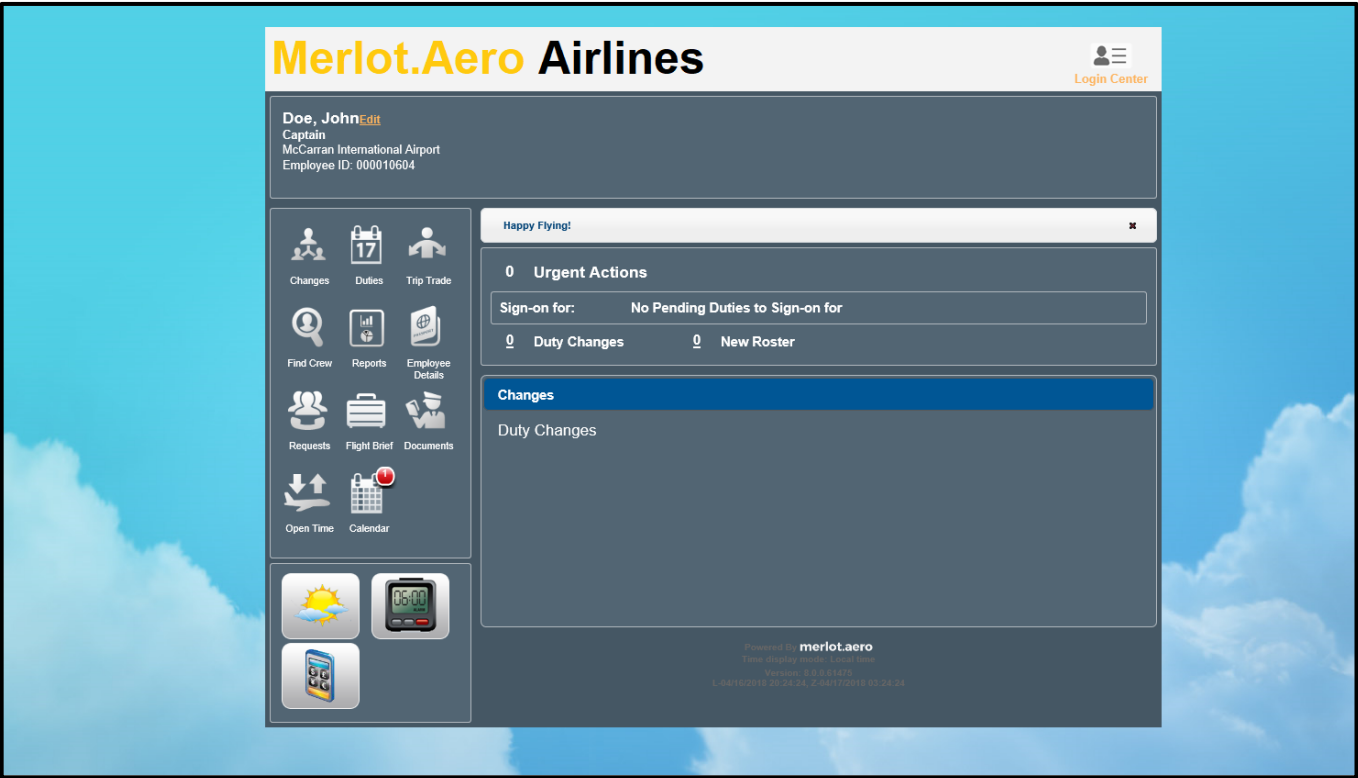
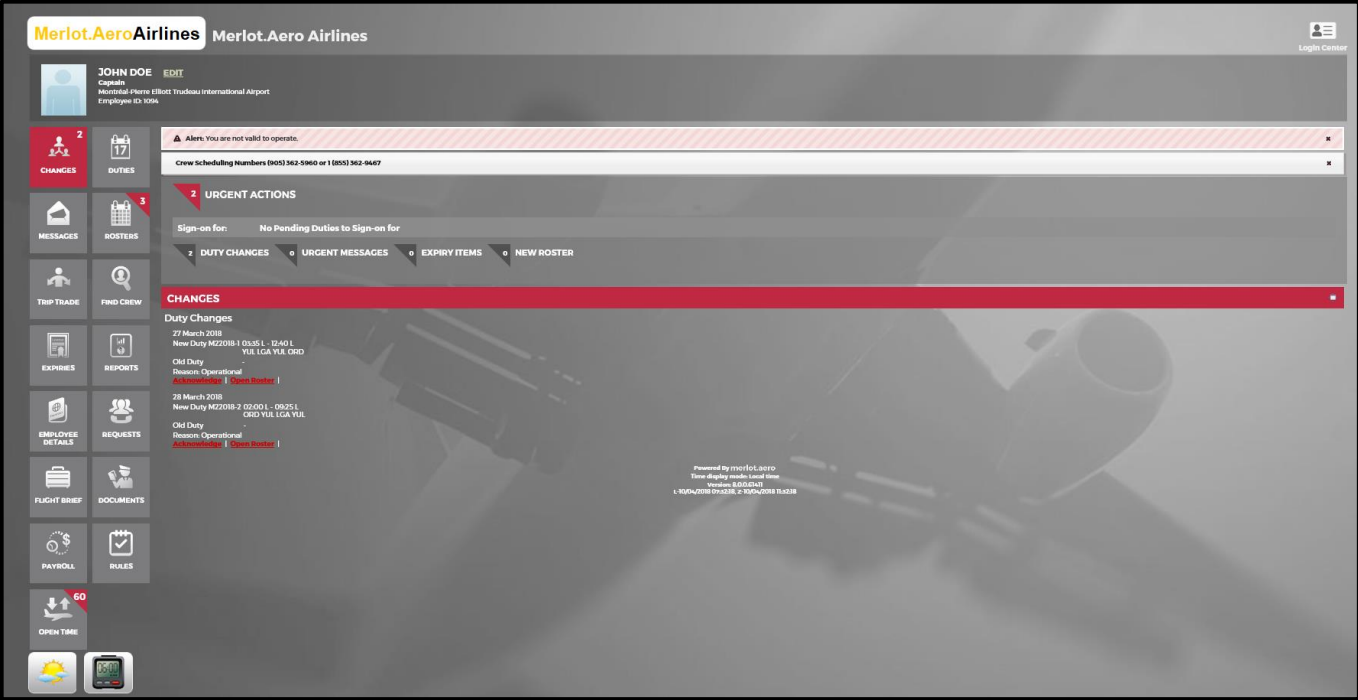


3. Enter your user ID and password.
4. Click **Login** to continue.

You are now directed to the CrewPortal GUI/Home page.

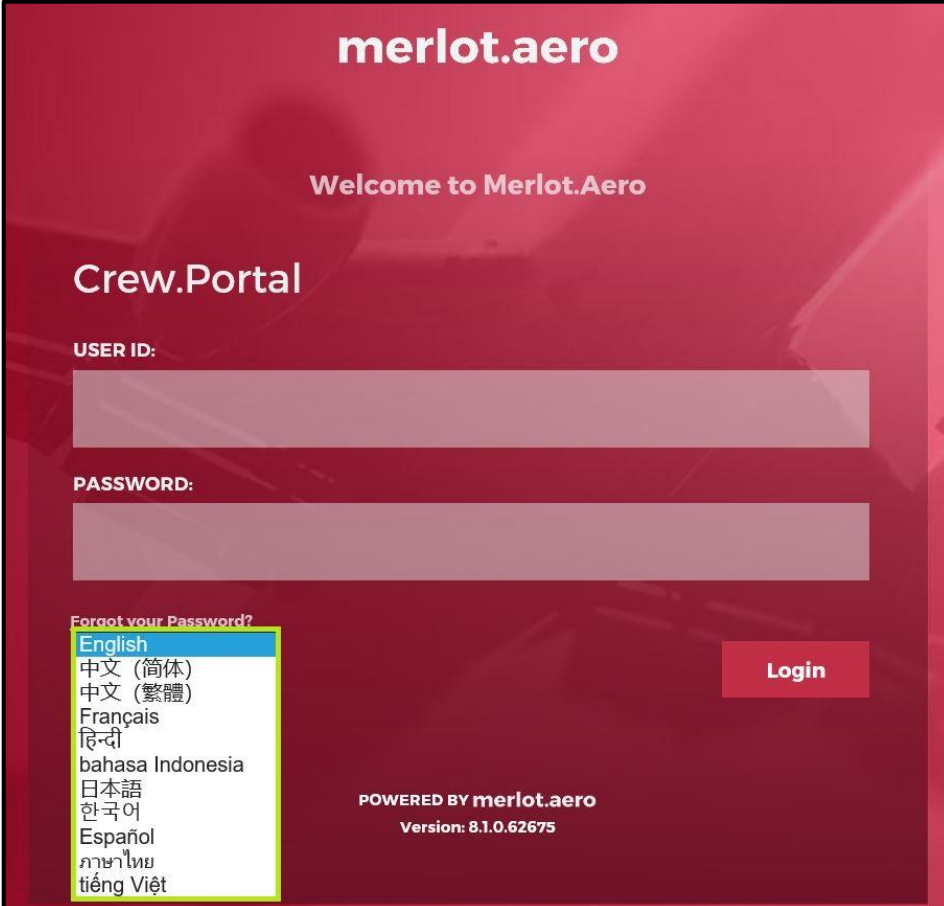
Skins

CrewPortal skins/themes are customisable depending on your airline requirements.



Localisation

The language selection menu in the Login screen allows you to display application content in your preferred language.



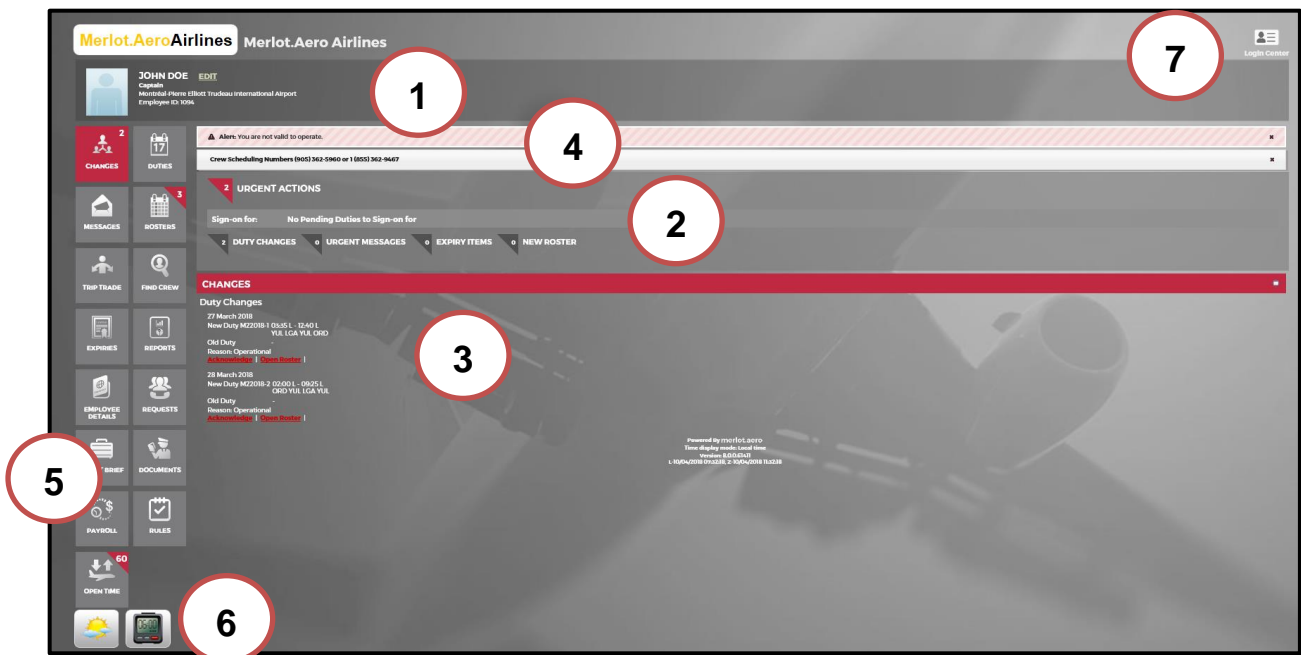
The screenshot shows the login interface for merlot.aero. At the top, the logo 'merlot.aero' is displayed in white on a dark red background. Below the logo, the text 'Welcome to Merlot.Aero' and 'Crew.Portal' are visible. The login form includes fields for 'USER ID:' and 'PASSWORD:'. A 'Login' button is located to the right of the password field. A language selection dropdown menu is open, showing a list of languages: English (highlighted), 中文 (简体), 中文 (繁體), Français, हिन्दी, bahasa Indonesia, 日本語, 한국어, Español, ภาษาไทย, and tiếng Việt. At the bottom of the screen, it says 'POWERED BY merlot.aero' and 'Version: 8.1.0.62675'.

Translation is not provided for the following:

- Reports
- Crew data such i.e. port, rank and equipment group names
- Error messages, e.g. rules engine validation results
- Custom display text
- User-generated content, e.g. messages sent by users, swap title and descriptions entered by users

The Graphical User Interface (GUI)

The Merlot suite of applications eliminates the use of text commands by employing a Graphical User Interface (GUI). Let's explore the CrewPortal GUI:



The CrewPortal GUI/Home page is divided into the following sections:

- 1. Crew Member Information Bar** - Displays crew member information such as Name, Rank, Base and Employee Code.
- 2. Urgent Actions** - Urgent Messages, Duty Changes, New Roster and Sign-on for pending duties are displayed.
- 3. Main Display Area** - Displays information based on the selected tab. The default display is configurable via user preference.
- 4. Operational Announcements** - Displays crew validity, operational announcements and messages configurable via user preference.
- 5. CrewPortal tabs** - Contains functional tabs which display information on the Home page. These tabs include, **Changes, Duties, Messages, Calendar, Trip Trade, Find Crew, Reports, Employee Details, Requests, Flight Brief, Documents** and **Rules**. Selecting a tab displays the section in the Main Display Area
- 6. Widgets** - Customized functional widgets to meet airline requirements. **Weather, Calendar** and **Currency Converter** widgets are displayed here.
- 7. CrewPortal login center** - Contains links to update employee information, employee mobile token information, help resources, link to the Home page and a log out feature.

CrewPortal features are customized to meet your airline requirements. The number of CrewPortal tabs and tab functionality may vary from airline to airline. The features of the CrewPortal GUI, also known as the CrewPortal Home page are covered in detail within this manual.

CrewPortal Feature Familiarity

The features of the CrewPortal GUI/Home page are detailed in this section, including the Crew Member Information Bar, Urgent Actions, the Display Area, Operational Announcements and the CrewPortal tabs area. Also discussed are the Widgets, Preferences and the Login Center. Refer to the CrewPortal GUI page for an overview of the graphical user interface (GUI). Crew Member Information Bar

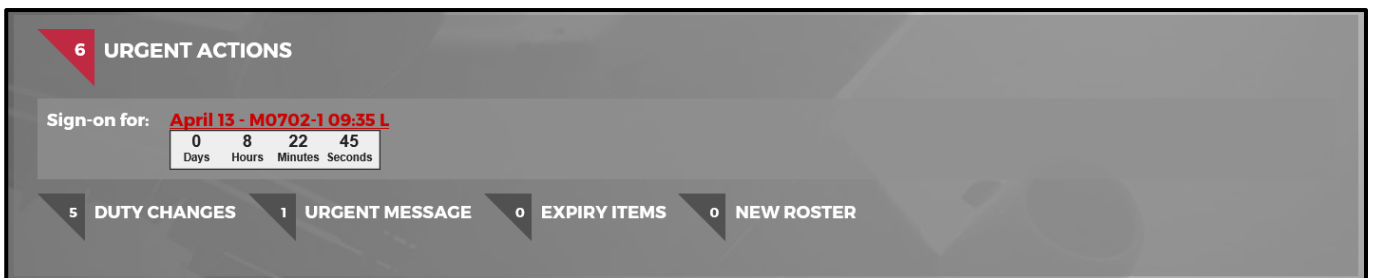
Crew Member Information Bar

The Crew Member Information Bar contains crew member information, some of which can be updated by crew members through the [Edit](#) link.



Urgent Actions

Crew members view urgent messages, duty changes, expiry items, new rosters and sign-on for pending duties here. It is suggested that crew members review urgent actions immediately after logging into CrewPortal. Simply click on the applicable link to view the item that warrants urgent action.

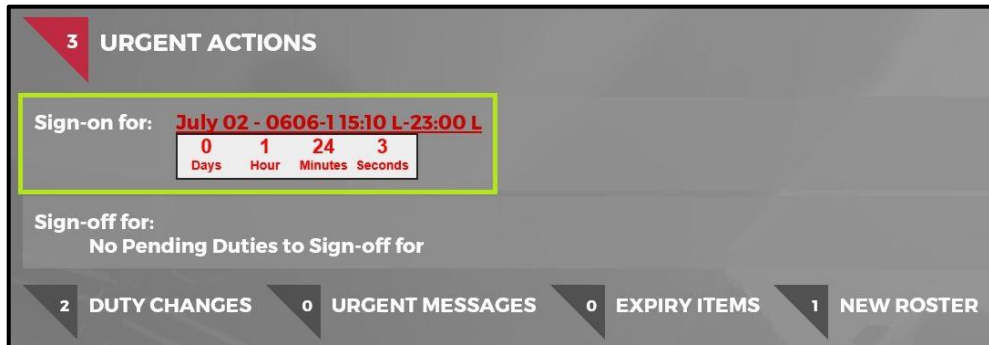


Urgent Actions field descriptions:

Field	Description
<i>Urgent Actions</i>	Number of urgent actions that require crew member response
<i>Sign-on for</i>	If there is an upcoming duty for sign-on, a countdown timer appears advising the crew member of time left to sign-on. See the inset above to view a sample countdown timer.
<i>Duty Changes</i>	The number of duty changes, if applicable will be reflected here.
<i>Urgent Messages</i>	Urgent messages are indicated here.
<i>Expiry Items</i>	Any upcoming expiry items are indicated here. Not displayed in the example.
<i>New Roster</i>	New published rosters are indicated here, click the link to view the new roster.

Signing-On for a Duty

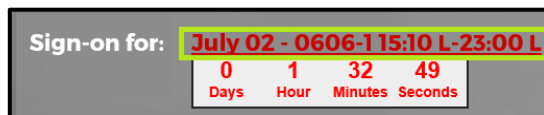
A link is provided in the *Sign-on for* field to allow crew members to sign-on for the next operating duty.



Admin Note: The link's availability is configurable with the user preferences *allowablePairingTypes* (comma-delimited list of pairing types requiring sign on), *signOnMinutesPrior* (minutes before report time when the link must appear), and *signOnMinutesPost* (minutes after report time when the link must still be visible). Late sign on needs *signOnLate* (grace period after report time before crew is considered late). [Portal Authentication Rules](#) must be configured as well. The user preferences can be configured per department to allow different values for pilots and cabin crew.

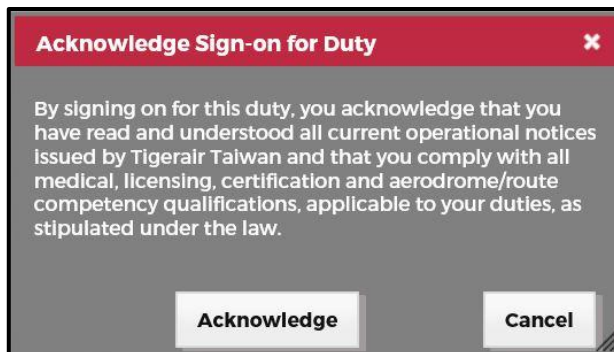
To sign-on for a duty:

1. Click on the duty link displayed in the *Sign-on for*: field.

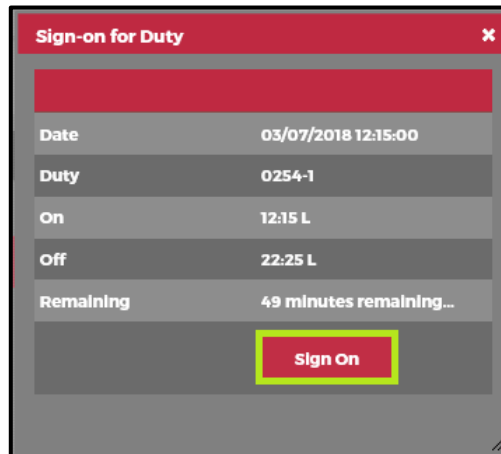


The **Acknowledge Sign-on for duty** notification will be displayed.

Admin Note: This is controlled by the user preferences *displaySignOnDisclaimer* and *signOnDisclaimerText*. These can be configured per department to allow different values for pilots and cabin crew.

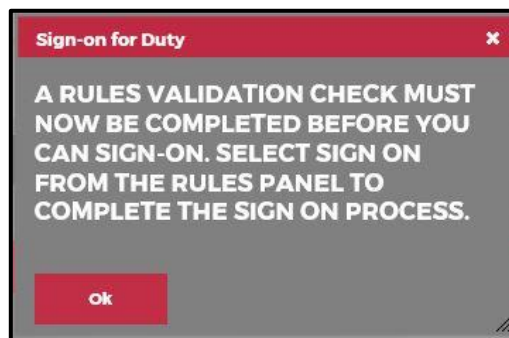


2. Click **Acknowledge** to proceed with the sign-on.
3. Click **Sign-on**.



A rules validation notification will be displayed.

Admin Note: This is controlled by the user preferences *DispalyRulesAtSignon* and *PreventSignonOnRuleFailure*. If a crew member is not allowed to sign on due to a critical violation, the preference *PreventSignOnFailure* must be configured. These can be configured per department to allow different values for pilots and cabin crew.



4. Click **Ok**. A list of rules associated with the duty will be displayed. This serves as a notification for crew before signing on.

Sign-on for: **July 03 - 0254-1 12:15 L-22:25 L**
 0 Days 0 Hours 28 Minutes 38 Seconds

Sign-off for:
 No Pending Duties to Sign-off for

0 DUTY CHANGES 0 URGENT MESSAGES 0 EXPIRY ITEMS 0 NEW ROSTER

RULES

0254-1 - 03/07/2018 L

Duty Limits

Name	Type	Limit	Actual	Available	Actual Period	Reference
Max Flight Duty Period (International) Rule	Duty	14:00	9:40	4:20	12:15 L - 22:25 L	

Showing 1 to 1 of 1 entries

Period Limits

Name	Type	Limit	Period	Actual	Available	Actual Period	Reference
Duty Hours In Days (50 Days)	Rolling	250:00	30 Days	192:01	37:59	03/06/2018 - 03/07/2018	
Duty Hours In Days (30 Days) Company Rule	Rolling	210:00	30 Days	192:01	17:59	03/06/2018 - 03/07/2018	
Flight Hours In Days (30 Days) Company Rule	Rolling	100:00	30 Days	128:34	-28:34	04/06/2018 - 04/07/2018	
Flight Hours In Days (30 Days) Rule	Rolling	120:00	30 Days	128:34	-8:34	04/06/2018 - 04/07/2018	
Flight Hours In Days (7 Days) Company Rule	Rolling	30:00	7 Days	64:58	-34:58	27/06/2018 - 04/07/2018	
Flight Hours In Days (7 Days) Rule	Rolling	32:00	7 Days	64:58	-32:58	27/06/2018 - 04/07/2018	
Flight Hours In Days (90 Days) Company Rule	Rolling	290:00	90 Days	166:12	123:48	05/04/2018 - 04/07/2018	
Flight Hours In Days (90 Days) Rule	Rolling	300:00	90 Days	166:12	133:48	05/04/2018 - 04/07/2018	
Flight Hours in Hours Rule (24 Hours International)	Calendar	10:00	24 Hours	7:30	2:30	03/07/2018 - 04/07/2018	
Flight Hours in Months Company Rule (12 months)	Calendar	990:00	12 Month(s)	166:12	823:48	01/08/2017 - 01/08/2018	
Flight Hours in Months Rule (12 months)	Calendar	1000:00	12 Month(s)	166:12	833:48	01/08/2017 - 01/08/2018	

Showing 1 to 11 of 11 entries

Sign On

5. Click **Sign On**.

Sign-on for: **July 03 - 0254-11215 L-2225 L**
 0 Days 0 Hours 23 Minutes 38 Seconds

Sign-off for:
 No Pending Duties to Sign-off for

0 DUTY CHANGES 0 URGENT MESSAGES 0 EXPIRY ITEMS 0 NEW ROSTER

RULES

Duty Limits 0254-1 - 03/07/2018 L

Name	Type	Limit	Actual	Available	Actual Period	Reference
Max Flight Duty Period (International) Rule	Duty	14:00	9:40	4:20	12:15 L - 22:25 L	

Showing 1 to 1 of 1 entries

Period Limits

Name	Type	Limit	Period	Actual	Available	Actual Period	Reference
Duty Hours In Days (50 Days)	Rolling	230:00	30 Days	192:01	37:59	03/06/2018 - 03/07/2018	
Duty Hours In Days (30 Days) Company Rule	Rolling	210:00	30 Days	192:01	17:59	03/06/2018 - 03/07/2018	
Flight Hours In Days (50 Days) Company Rule	Rolling	100:00	30 Days	128:14	-28:14	04/06/2018 - 04/07/2018	
Flight Hours In Days (50 Days) Rule	Rolling	120:00	30 Days	128:14	-8:14	04/06/2018 - 04/07/2018	
Flight Hours In Days (7 Days) Company Rule	Rolling	30:00	7 Days	64:58	-34:58	27/06/2018 - 04/07/2018	
Flight Hours In Days (7 Days) Rule	Rolling	32:00	7 Days	64:58	-32:58	27/06/2018 - 04/07/2018	
Flight Hours In Days (90 Days) Company Rule	Rolling	290:00	90 Days	166:12	123:48	05/04/2018 - 04/07/2018	
Flight Hours In Days (90 Days) Rule	Rolling	300:00	90 Days	166:12	133:48	05/04/2018 - 04/07/2018	
Flight Hours In Hours Rule (24 Hours International)	Calendar	10:00	24 Hours	7:30	2:30	03/07/2018 - 04/07/2018	
Flight Hours In Months Company Rule (12 months)	Calendar	990:00	12 Month(s)	166:12	823:48	01/08/2017 - 01/08/2018	
Flight Hours In Months Rule (12 months)	Calendar	1000:00	12 Month(s)	166:12	833:48	01/08/2017 - 01/08/2018	

Showing 1 to 11 of 11 entries

Sign On

If the duty violates a critical company rule, the **Sign-on for Duty>Allow Sign-On** prompt will be displayed. This prompt will allow crew to sign-on.

Sign-on for Duty ✕

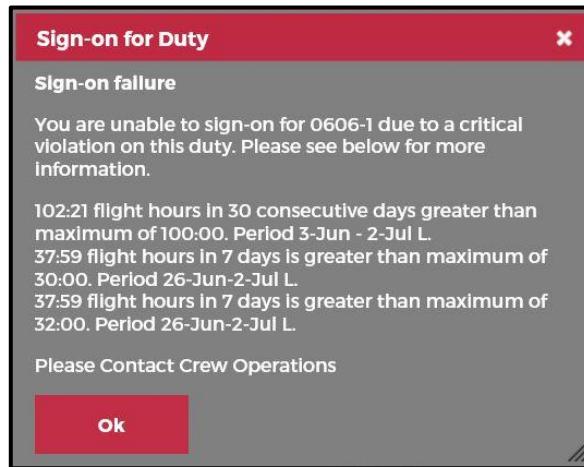
Allow Sign-On

You are able to sign-on for 0606-1 despite a critical company rule violation on this duty. Please see below for more information.

102:21 flight hours in 30 consecutive days greater than maximum of 100:00. Period 3-Jun - 2-Jul L.
 37:59 flight hours in 7 days is greater than maximum of 30:00. Period 26-Jun-2-Jul L.
 37:59 flight hours in 7 days is greater than maximum of 32:00. Period 26-Jun-2-Jul L.

Continue

If duty has a critical regulatory or award violation, the **Sign-on for Duty> Sign-on failure** prompt will be displayed. This prompt prevents a crew from signing-on for a duty.

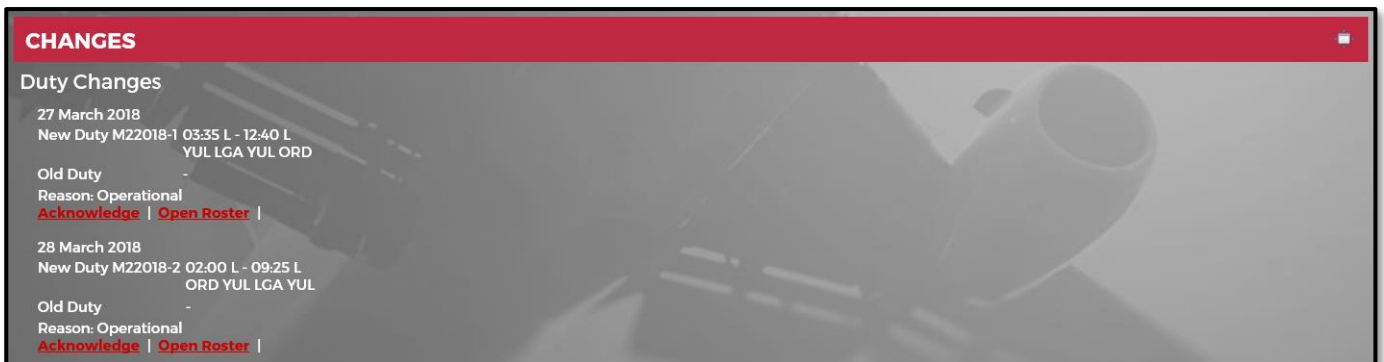


Admin Note: The type of **Sign-on for Duty** notification displayed when signing on is dependent on your airline's *AllowSignOnForCriticalCompanyRules* setting.

6. Depending on the displayed **Sign-on for Duty** prompt, proceed by doing either of the following:
 - a. Click **Continue** for **Sign-on for Duty>Allow Sign-On** prompt to sign-on; or
 - b. Click **Ok** for **Sign-on for Duty> Sign-on failure** prompt to return to the Main Display Area.

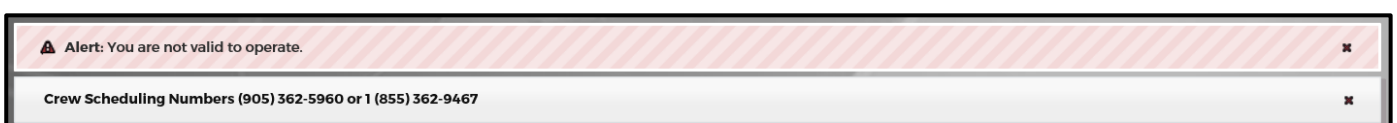
Display Area

The display area displays tabs from the CrewPortal tabs window. The default display is duty change information from the **Changes** tab. When crew members click on a tab, the applicable tab will display in this area on the Home page.



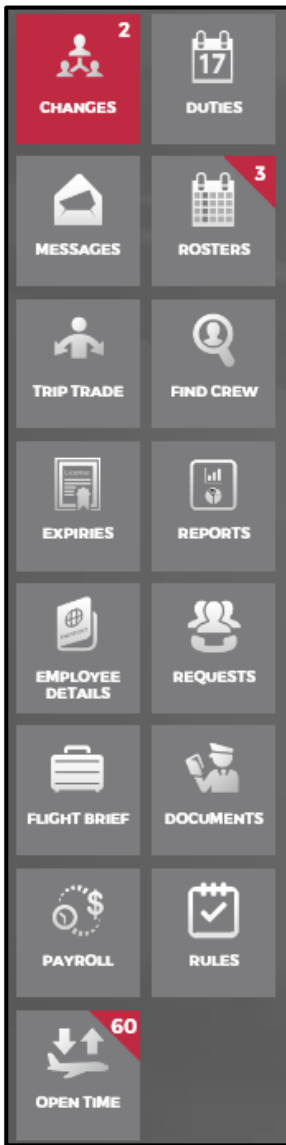
Operational Announcements

There are some CrewPortal home pages that include Operational Announcements and messages related to help resources. Sample operational and help related messages are displayed below.



CrewPortal Tabs Area

The CrewPortal tabs area contains functional tabs which display on the Home page such as Changes, Duties, Messages, Calendar, Trip Trade, Find Crew, Reports, Employee Details, Requests, Flight Brief, Documents and Rules. Information, Expenses and Flight Logs are also included, although not displayed here.



The number of CrewPortal tabs and tab functionality may vary from airline to airline. The highlighted number, shown within the red circle, is the number of pending items.

Widgets

Widgets are components embedded in the GUI of merlot's applications which enable a user to perform a specific function or access a relevant software service.



The widgets are located at the bottom left corner of all of the pages under the main navigational tabs. Widgets can be customized to meet airline requirements.



The **Weather** widget provides a forecast for four cities that pertain to your location and airline. The current temperature, conditions, high/low projected temperatures and wind direction/speed are included.



The **Calendar** widget provides the current time for four cities or countries relevant to you and your airline.



The **Currency Converter** widget is shown here.

Enter the amount for conversion in the Amount field, click on the **Convert** button and the conversion rate displays in the **Price** column.

Currency Converter Widget ×

Currency converter

Amount:
25.50

From: US Dollar (\$) ▾

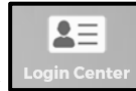
To: Euro (€) ▾

Convert!

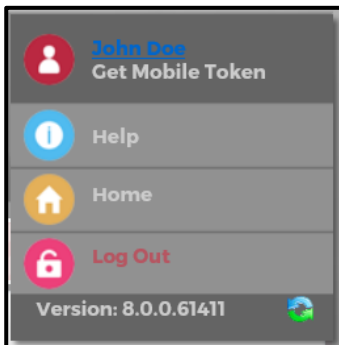
Price:



The **Twitter** feature is available upon request.



To access the **Login Centre**, click **Login Center** located in the top right corner of the CrewPortal GUI. Login Center features are detailed in this section.



To maintain or update your personal information, click on your **Name** link to make changes.

Click on **Get Mobile Token** for information related to your assigned mobile token, if applicable.

The **Help** link connects you to available help resources for using CrewPortal.

The **Home** link takes you to the Home page/GUI of CrewPortal.

The **Log out** feature is used to log out of CrewPortal in order to close the session, or to allow someone else to log in.

Version information reflects the version of the CrewPortal application that you are using, such as version **1.0.0.48993** displayed here.

The **Reconfiguration** icon reloads the CrewPortal configuration.

Tab Options

The Crew Member Information Bar is where crew members can edit and update crew member information through a series of functional tabs.

The Next of Kin Address, Address, Email, Phone, Documents and Dates tabs contain a *Search* feature and an *Actions* menu to facilitate functionality within the tab.

A description of the *Search* feature and *Actions* menu is included here:

Field	Description
<i>Search</i>	The Search option available at the top of the grid can be used to locate an item quickly within the tab.
<i>Actions</i>	To perform basic functions such as create new, edit or delete a selected record.

Profile

The **Profile** tab includes basic employee information that can be edited and saved. Information which cannot be changed by the employee is displayed with a black highlight around the section i.e. Username, First Name, Surname, Date of Employment, Date of Birth, Birth City and Birth State.

This tab enables crew members to maintain the following information:

Field	Description
<i>Username</i>	CrewPortal username
<i>Name</i>	Name
<i>Nationality</i>	Nationality
<i>Partner Name</i>	Partner Name
<i>Date of Employment</i>	Date of Employment
<i>Date of Birth</i>	Date of Birth
<i>Pilot License</i>	Pilot License
<i>Show Personal Contacts to other portal users check box</i>	Select the Show Personal Contacts to other portal users check box to share information with other crew members. This includes phone numbers, email addresses, etc.
<i>Share Roster Details to other portal users check box</i>	Select the Share Roster Details to other portal users' check box to share the current roster with fellow crew members. This is a prerequisite to using the Find Crew feature.
<i>Birth City</i>	Birth City
<i>Birth State</i>	Birth State
<i>Birth Country</i>	Birth Country
<i>Nationality Country</i>	Nationality Country

Password

This feature is used for updating crew member's password or secret question & answer.

Enter the details of the new password and secret question. If you want to change your secret question and answer and your password, you will need to supply your old password.

The screenshot shows a web form for updating a crew member's password and secret question. The form is titled 'Password' and is part of a larger profile management interface. The interface includes a navigation bar with tabs for Profile, Password, Next Of Kin Address, Address, Email, Phone, Documents, Uniforms, Dates, and Notes. The 'Password' tab is currently selected. The form contains the following fields:

- Old Password
- New Password
- Confirm Password
- Secret Question (with a placeholder example: 'first car')
- Secret Answer

At the bottom left of the form is a red 'Save' button. At the bottom right is a small home icon.

To change your current password:

- A. Enter your current password in the **Old Password** field.
- B. Enter new password in the **New Password** field.
- C. Re-enter your new password in the **Confirm Password** field.
- D. Click **Save**.

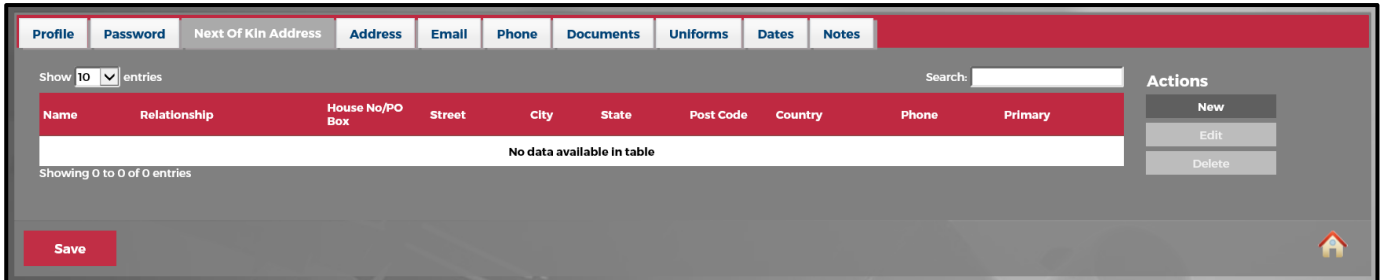
To change your Secret Question/Answer:

1. Enter your new Secret Question.
2. Enter your new Secret Answer.
3. Click **Save**.

When modifications are complete, click on the Home icon in the bottom right corner of the form to return to the CrewPortal Home (GUI) page.

Next of Kin Address

The **Next of Kin Address** tab enables you to maintain Next of Kin contact information.



To perform the basic actions of this tab, such as add **New**, **Edit** or **Delete**, select the appropriate command from the *Actions* menu.

To add a Next of Kin Address:

1. Select **New** from the *Actions* menu.



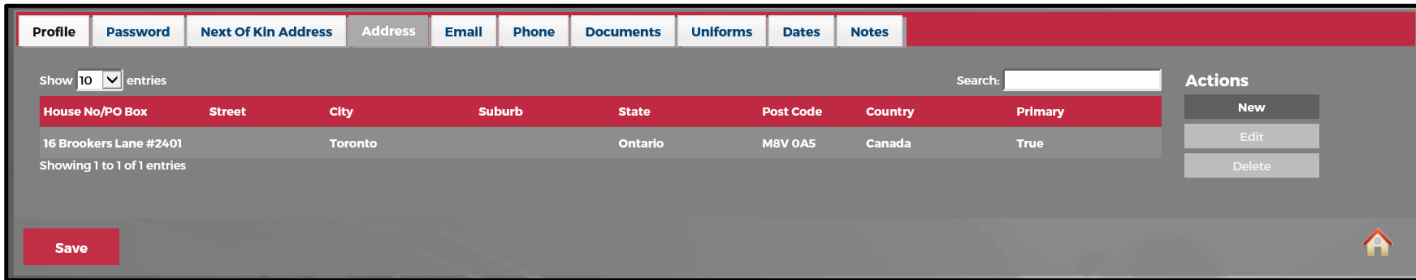
2. Enter the following information:

Field	Description
<i>Name</i>	Name
<i>Relationship</i>	Relationship to employee
<i>House No/PO Box</i>	House No/PO Box
<i>Street</i>	Street
<i>Suburb</i>	Suburb
<i>State</i>	State
<i>Post Code</i>	Post Code
<i>Country</i>	Country
<i>Phone Number</i>	Phone Number
<i>Primary</i>	Select the Primary check box, if this next of kin contact is the primary next of kin contact.

3. Click **Insert** to keep information.
4. Click **Save**.

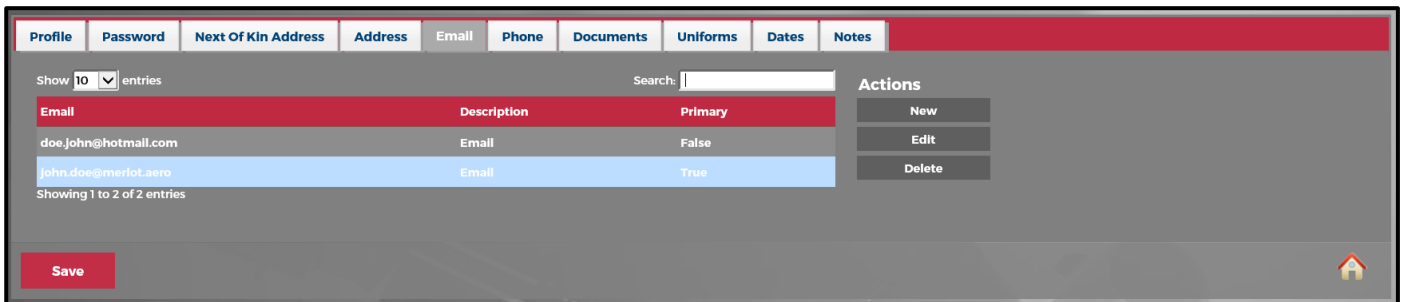
Address

The **Address** tab enables you to maintain your personal addresses by following the same process as detailed in the Next of Kin Address tab, detailed above.



Email

The **Email** tab enables you to maintain your email contact information.



To perform the basic actions of this tab, such as new, edit or delete, select the appropriate command from the *Actions* menu located on the right-hand side of screen.

To add an email address:

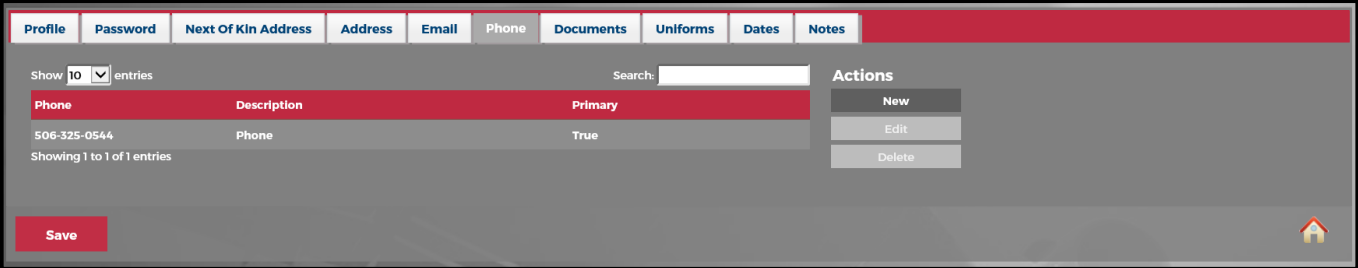
1. Select **New** and complete the following fields:

Field	Description
<i>Email</i>	Enter email address
<i>Description</i>	Enter email in the Description box
<i>Primary</i>	Select the Primary check box, if the email is the primary email address

2. Click **Insert** to insert the edits.
3. Press **Enter** or click **Save** to keep your changes.

Phone

The **Phone** tab enables you to keep your telephone contact information up-to-date.



To add a phone number:

- 1. Select **New** and complete the following fields:

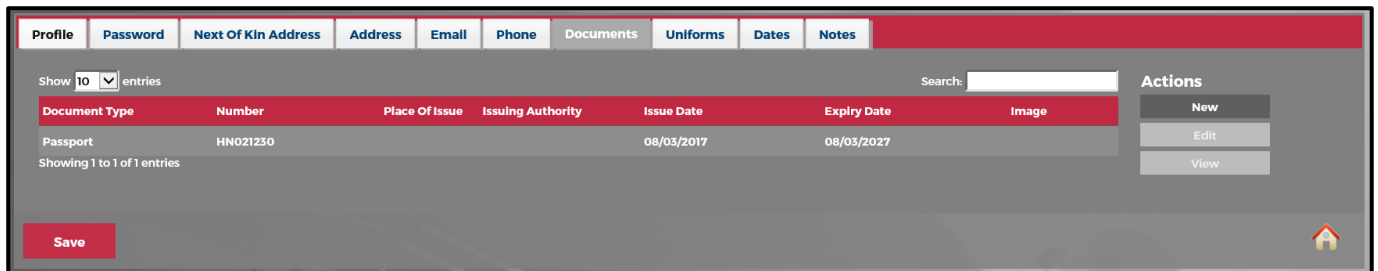
Field	Description
<i>Phone</i>	Enter phone number
<i>Description</i>	Enter phone
<i>Primary</i>	Select the Primary check box, if the phone number is the primary contact phone number

- 2. Click **Insert** to insert the edits.
- 3. Press **Enter** or click **Save** to keep your changes.

Documents

The **Documents** tab is where you keep all important documents you need when flying. It allows you to view certain documents and/ or upload documents such as passport scans and other documents.

To view an existing document, highlight the document then click **View**.



To add a document:

1. Select **New** from the *Actions* menu.
2. Complete the following fields as displayed below:

Field	Description
<i>Number</i>	Enter document number
<i>Type</i>	Select the type of document from the drop-down menu.
<i>Place of Issue</i>	Enter place of Issue
<i>Issuing Authority</i>	Enter issuing authority
<i>Country</i>	Select the Country from the drop-down menu
<i>Issue Date</i>	Enter date of issue
<i>Expiry Date</i>	Enter expiry date, if applicable
<i>Picture</i>	Click the Browse button to locate an image to upload and select the image to upload it.

3. Press **Enter** or click **Save** to keep your changes.

Uniforms


The **Uniforms** tab is a view-only tab that stores basic information about your uniforms.

Profile Password Next Of Kin Address Address Email Phone Documents **Uniforms** Dates Notes

Show 10 entries Search:

Code	Name	Description	Issue Date	Quantity
No data available in table				

Showing 0 to 0 of 0 entries

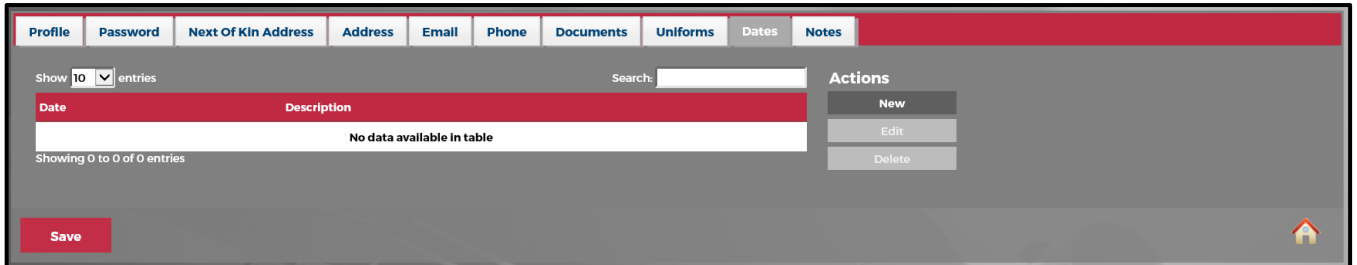
Save 

The fields displayed in the tab are as follows:

Field	Description
<i>Code</i>	Uniform code
<i>Name</i>	Name of the uniform/uniform piece
<i>Description</i>	Description of the uniform/uniform piece
<i>Issue Date</i>	Date of uniform/uniform piece issuance
<i>Quantity</i>	Quantity of uniforms/uniform pieces

Dates

The **Dates** tab stores your important personal date information such as birthdays, wedding anniversaries etc.



To add an event:

1. Select **New** from the *Actions* menu.
2. Complete the following fields as displayed below:

Field	Description
<i>Date</i>	Enter the date to remember, displayed here in mm/dd/yyyy format.
<i>Description</i>	Enter a description of the important date.

3. Press **Enter** or click **Save** to keep your changes.

Notes

The **Notes** tab is a *view only* tab that shows important information.

The screenshot shows the 'Notes' tab selected in a navigation menu. The menu includes: Profile, Password, Next Of Kin Address, Address, Email, Phone, Documents, Uniforms, Dates, and Notes. Below the menu, there is a 'Show 10 entries' dropdown and a search box. A red bar labeled 'Comment' is visible, followed by a table area that displays 'No data available in table'. At the bottom left, there is a 'Save' button, and at the bottom right, there is a home icon. The status 'Showing 0 to 0 of 0 entries' is also present.

To edit information within the tabs:

1. Select the row in the grid for editing.
2. Click **Edit**.
3. Enter new information.
4. Click **Save** or press **Enter**.

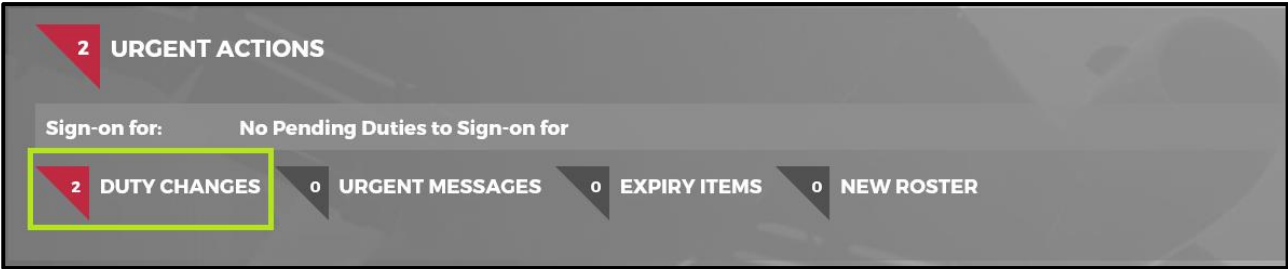
To delete an existing data, select the desired row and then click **Delete** from the *Actions* menu. You will be asked “*This item will be permanently deleted and cannot be recovered. Are you sure?*” Proceed to permanently delete the information or **Cancel** to close the dialog box.

Changes

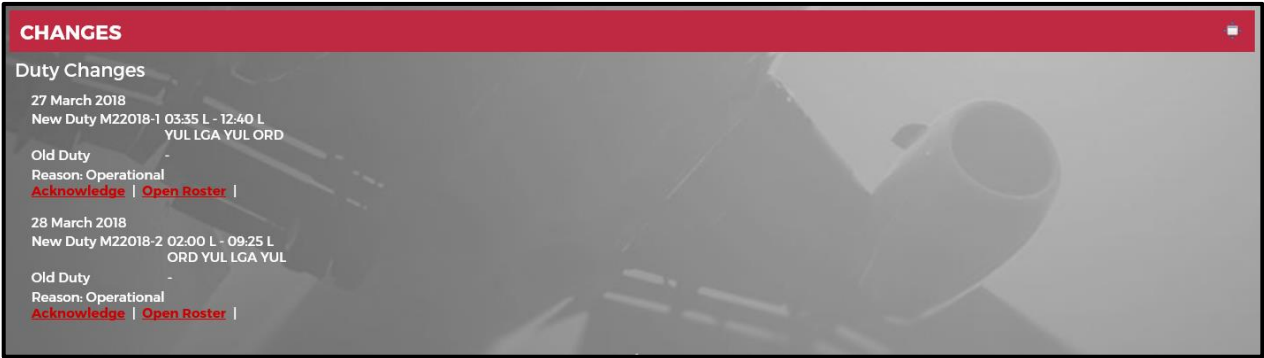
CrewPortal enables you to view the changes applied to your rosters.

There are three primary ways to view duty changes in CrewPortal:

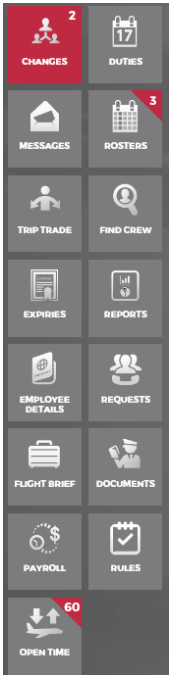
- 1. Click on the **Duty Changes** link in the *Urgent Action* section.



- 2. View changes in the Display Area of the GUI; this is the default view when the Home page is displayed.



- 3. Click on the **Changes** tab in the CrewPortal tabs section of the Home page.



Changes in duties are indicated in the **Changes** tab. If you have any duty changes, they will become visible at the top of the changes icon. The highlighted number displayed within the red circle is the number of outstanding changes currently awaiting your attention.

When you click the **Changes** tab, it will open detailed information regarding your duty change. The new duty, old duty and reason for the duty change are displayed, as applicable.

CHANGES

Duty Changes

27 March 2018
New Duty M22018-1 03:35 L - 12:40 L
YUL LGA YUL ORD

Old Duty -
Reason: Operational
[Acknowledge](#) | [Open Roster](#) |

28 March 2018
New Duty M22018-2 02:00 L - 09:25 L
ORD YUL LGA YUL

Old Duty -
Reason: Operational
[Acknowledge](#) | [Open Roster](#) |

Open Roster

Click on the **Open Roster** link to view details of the duty change.

CHANGES

Duty Changes

27 March 2018
New Duty M22018-1 03:35 L - 12:40 L
YUL LGA YUL ORD

Old Duty -
Reason: Operational
[Acknowledge](#) | [Open Roster](#) |

28 March 2018
New Duty M22018-2 02:00 L - 09:25 L
ORD YUL LGA YUL

Old Duty -
Reason: Operational
[Acknowledge](#) | [Open Roster](#) |

Merlot.Aero Airlines merlot.aero-Employee Roster Report											
Print											
Name:		John Doe				CPT YUL					
Employee Code:		1094				1/Apr/2018 to 30/Apr/2018					
Day	Date	Duty	From	Report To	Release	Flight Time	Duty Time	TAFB Time	Rest Time	Sector(s)/Event(s)	Pay Credit
Sun	01-Apr	L SDOC-1	YUL								0:00
Mon	02-Apr	L STYP-1	YUL	11:00	L 22:59		11:59		12:01		3:00
Tue	03-Apr	L STYP-1	YUL	11:00	L 22:59		11:59		12:01		3:00
Wed	04-Apr	L STYP-1	YUL	11:00	L 22:59		11:59		12:01		3:00
Thu	05-Apr	L STYP-1	YUL	11:00	L 22:59		11:59		153:01		3:00
Fri	06-Apr										
Sat	07-Apr										
Sun	08-Apr										
Mon	09-Apr										
Tue	10-Apr										
Wed	11-Apr										
Thu	12-Apr	L M0700-1	YUL	08:00	L 12:39	L 2:43	4:39	4:39		700 YUL 9:00 L LGA 10:19 L OP 701 LGA 11:00 L YUL 12:24 L OP	4:00
Fri	13-Apr										
Sat	14-Apr										
Sun	15-Apr										
Mon	16-Apr										
Tue	17-Apr										
Wed	18-Apr										
Thu	19-Apr										
Fri	20-Apr										
Sat	21-Apr										
Sun	22-Apr										
Mon	23-Apr										
Tue	24-Apr										
Wed	25-Apr										
Thu	26-Apr										
Fri	27-Apr										
Sat	28-Apr										
Sun	29-Apr										
Totals:						2:43	52:35	4:39			16:00
12-Apr-2018 23:51 (YUL) - v8.0.0.61472 powered by www.merlot.aero											

Acknowledging Duties

To acknowledge a duty change, click on the **Acknowledge** link and click on **Yes**. The acknowledgements are sent directly to your airline crewing/ scheduling team.

CHANGES

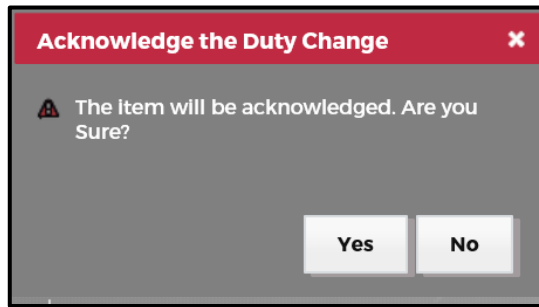
Duty Changes

27 March 2018
 New Duty M22018-1 03:35 L - 12:40 L
 YUL LGA YUL ORD

Old Duty -
 Reason: Operational
[Acknowledge](#) | [Open Roster](#) |

28 March 2018
 New Duty M22018-2 02:00 L - 09:25 L
 ORD YUL LGA YUL

Old Duty -
 Reason: Operational
[Acknowledge](#) | [Open Roster](#) |



Alternatively, some CrewPortal Duty Change interfaces may utilize an *Actions* menu with links including Open, Times, Sectors, Print Amended Roster and Acknowledge. These action feature enable you to view the duty change by time, sectors and to print the amended roster. If your Duty Change interface matches this description, select a row in the Duty Change grid and then click on the applicable **Actions** link.

Automatic Acknowledgement of Duty Changes

Depending on trade roles and types, the automatic acknowledgement of duty change notifications can be set in Configure with the following user preferences:

User Preference	Description
<i>AutoAckDutyChangeNotificationsForOpenTimeTrade</i>	Controls the automatic acknowledgement of duty change notifications for open time trades – both pickup and drop. Default value is True .
<i>AutoAckDutyChangeNotificationsForTradeBoardSubmitter</i>	Applies to the trade submitter . This user preference controls the automatic acknowledgement of duty change notifications for direct trade and trade board trades. Default value is False .
<i>AutoAckDutyChangeNotificationsForTradeBoardAcceptor</i>	Applies to the trade acceptor . This user preference controls the automatic acknowledgement of duty change notifications for direct trade and trade board trades. Default value is True .

The following setup applies to **Swap Cart** trades:

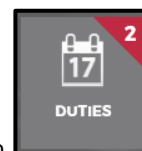
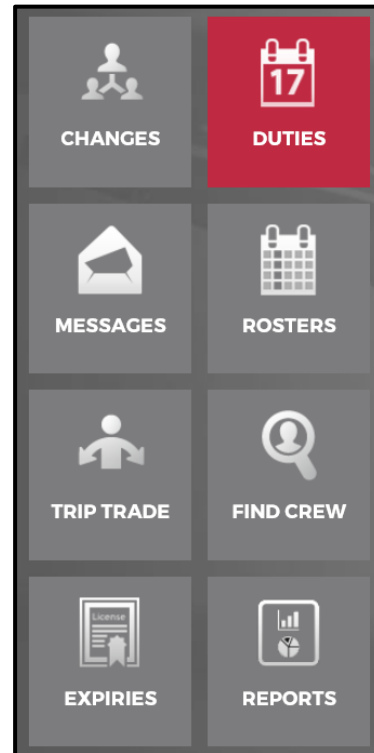
Trade Type	User Preference
Open Time trade	<i>AutoAckDutyChangeNotificationsForOpenTimeTrade</i>
Direct and Trade Board trades	<i>AutoAckDutyChangeNotificationsForTradeBoardSubmitter</i> or <i>AutoAckDutyChangeNotificationsForTradeBoardAcceptor</i>
Mixed Open Time, Direct and Trade Board trades	<i>AutoAckDutyChangeNotificationsForTradeBoardAcceptor</i>
Multi-trade	<i>AutoAckDutyChangeNotificationsForTradeBoardAcceptor</i> – applies to the last crew to accept the trade <i>AutoAckDutyChangeNotificationsForTradeBoardSubmitter</i> – applies to the rest of the crew

These settings do not apply to manual trades and trades processed during SAP.

Duties

CrewPortal enables you to view your upcoming duties. Duties are a group of flights and/ or activities that can be performed legally by a crew member during one work period.

Duties can be accessed in the CrewPortal tabs area. The Duties tab displays your information about your flights in the Display area of the CrewPortal GUI/ Home page.



The number of upcoming duties is visible at the top of the **Duties** icon. There are eleven duties in the example shown here.

The duty information lists your upcoming duties as well as flight and duty time.

DUTIES								Actions
Day	Date	Duty	On	Off	From/To	Flight Time	Duty Time	Times
Fri	13/04/2018 L	M0702-1	09:35 L	17:29 L	YULYUL	5:04	7:54	Sectors
Sat	14/04/2018 L	M0700-1	08:00 L	12:39 L	YULYUL	2:43	4:39	Rules

Showing 1 to 2 of 2 entries

The following search and navigation aids are available in the **Duties** tab:

Field	Description
Show entries	Use the Show Entries drop-down menu to view 10, 25, 50 or 100 entries at a time.
Search	The search option available at the top of the grid can be used to locate a specified sector quickly.
Sort	You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column.

The fields in the **Duties** tab are as follows:

Field	Description
<i>Day</i>	The day of the week on which the duty takes place.
<i>Date</i>	The date of the duty.
<i>Duty</i>	The duty to be performed.
<i>On/Off</i>	The sign on/off dates and times represented in 24-hour time.
<i>Trip Info</i>	Information about the duty i.e. Port From/ To or Duty type.
<i>Flight Time</i>	Flight time represents the amount of time you are operating (working) on an aircraft.
<i>Duty Time</i>	Duty time is the total amount of time you are at work.

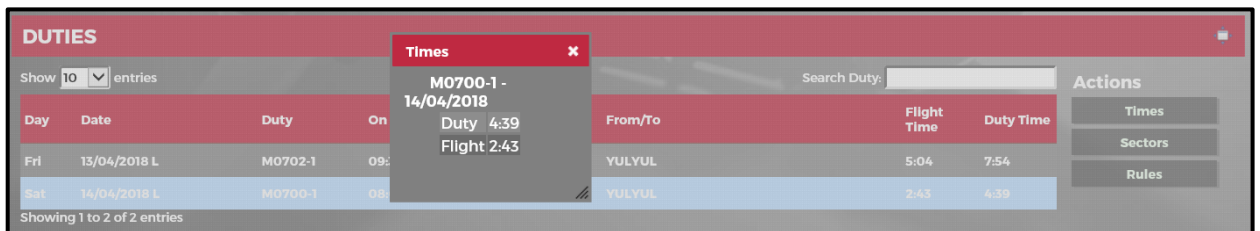
In the *Duties* grid the details of each duty can be viewed by times, sectors and rules. Each view will be discussed.

Times

Time details are represented in a tab format in the grid.

To view timing details:

1. Select the desired duty row.
2. Click on the **Times** link from the *Actions* menu.
The *Times* window displays.



The fields in the *Times* window are as follows:

Field	Description
<i>Duty Time</i>	Duty Time is the total number of time you are at work.
<i>Flight Time</i>	Flight Time represents the amount of time you are operating on an aircraft. For example, you may be at work for 9 hours, but only in the air for 4 hours. All other time you would be on the ground in between flights.
<i>TAFB</i>	TAFB is the acronym for Time Away from Base. Your time away from base is calculated from when you leave your base to when you return.

Sectors

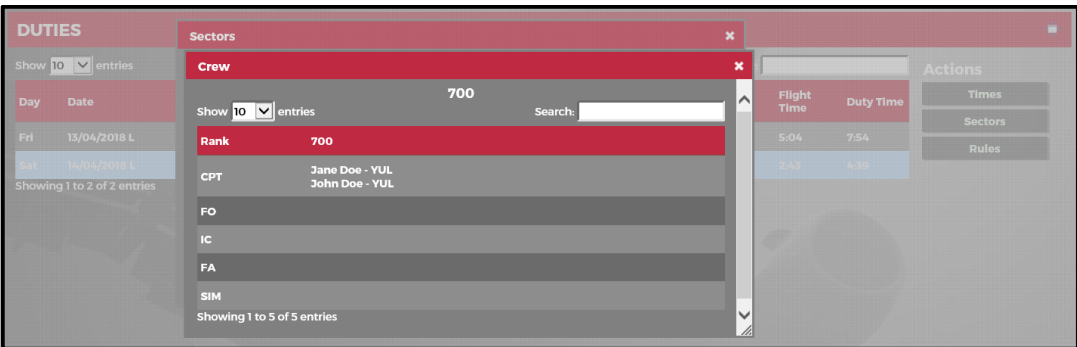
Within this feature of CrewPortal, you can view the details regarding the flight sectors you are operating.

To view sector details:

1. Select the desired duty row.
2. Click on the **Sectors** link from the *Actions* menu, not displayed here.
The *Sectors* window displays.

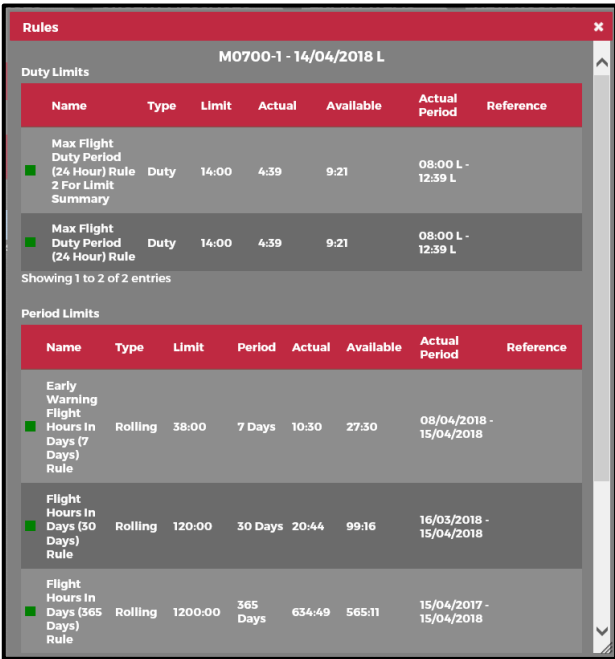


3. Click on the **View** link in the *Crew* column to view details about other crew members that you will be flying with.



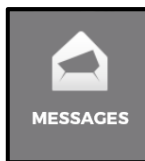
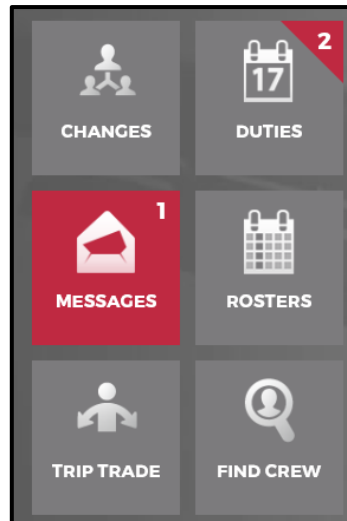
Rules

Gives visibility over a crew member's period hours status, as well as the duty hours, flight hours and FDP limitation for a certain duty.



Messages

CrewPortal can display all the messages that a crew member has received.

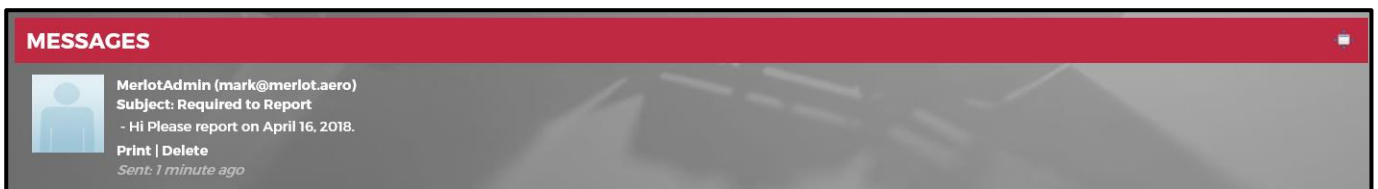


The **Messages** tab, when selected displays all messages that you have received from operations as well as occasional messages from Merlot support.

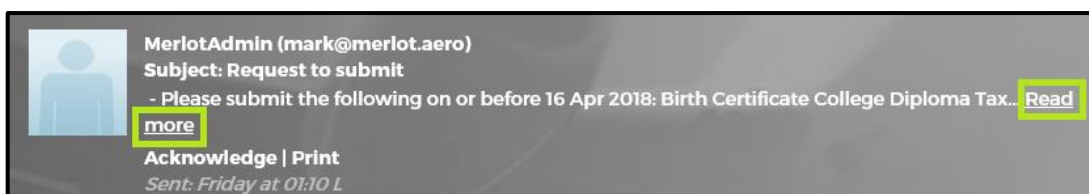
The **highlighted number** is the number of outstanding incoming messages awaiting your attention.

Open a Message

Click on the Messages tab to open detailed information contained in the incoming messages.

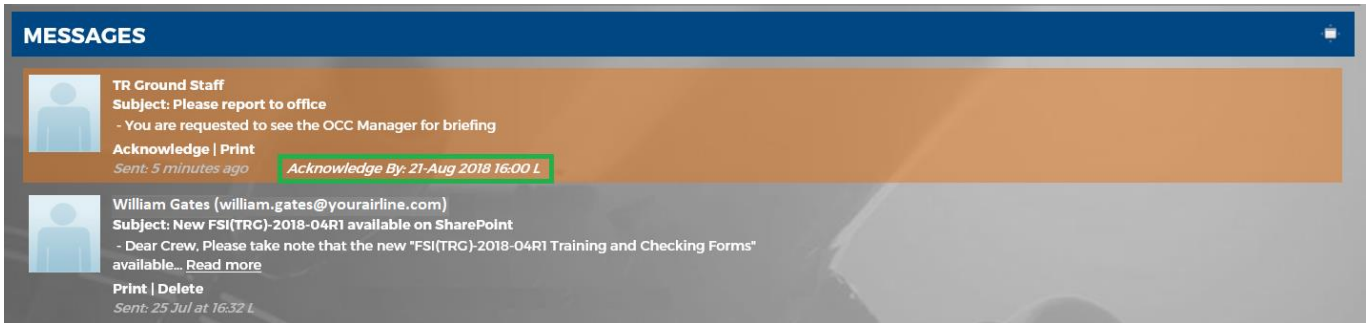


To see full message, click **Read more**.

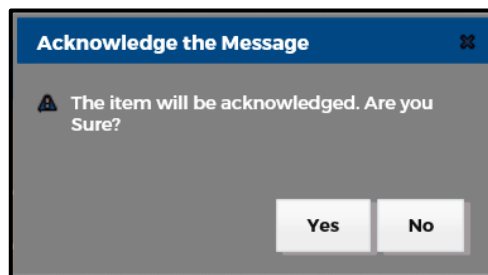


Acknowledge a Message

Some messages may be critical in nature and require your acknowledgement.

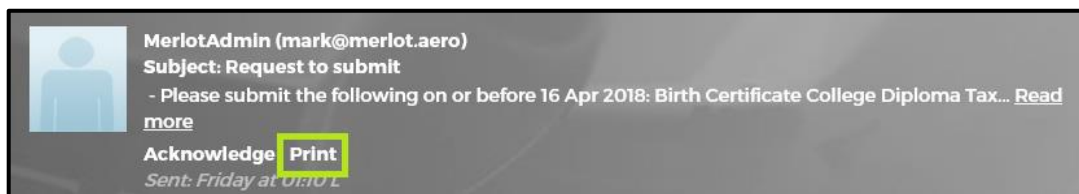


To acknowledge receipt of a message, select the desired message row and click on the Acknowledge link in the Actions menu. A confirmation message box will be displayed. Confirm that you are acknowledging the duty change by clicking on **Yes**.



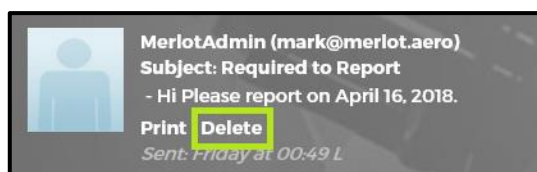
Print a Message

Select a message and click on **Print** in the *Actions* menu to print a copy of the message.



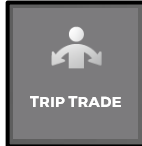
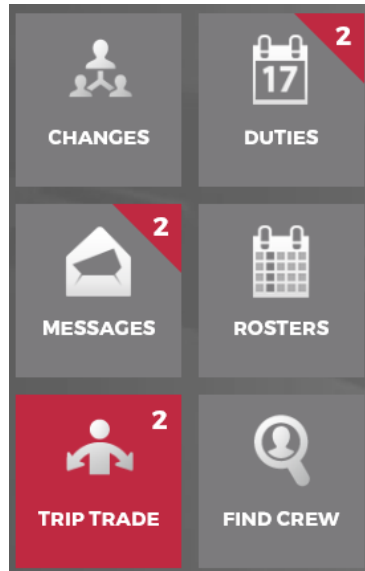
Delete a Message

Click on the **Delete** link to delete the message.



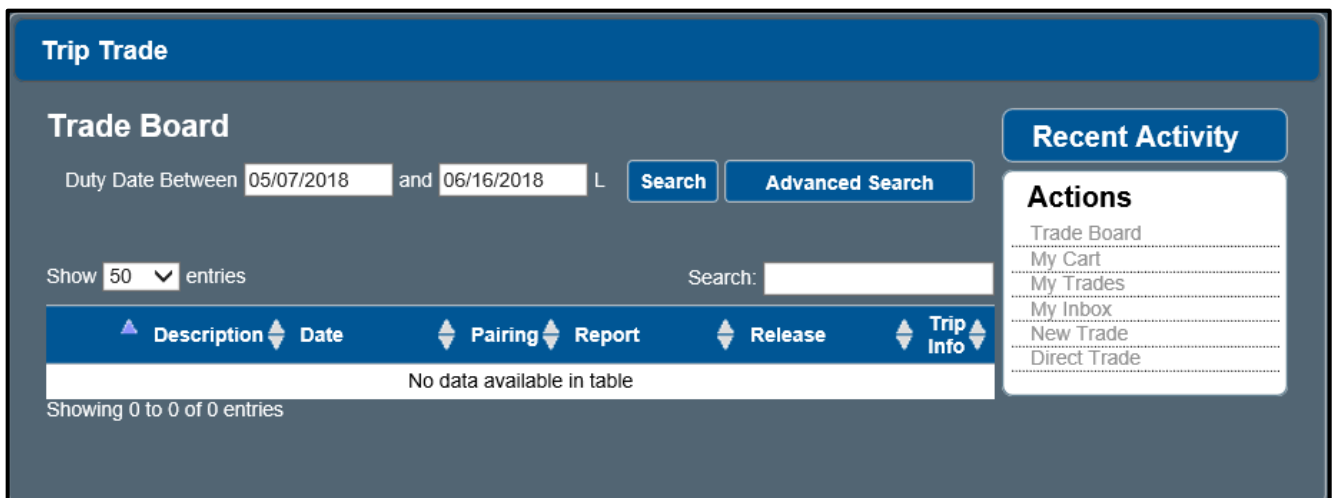
Trip Trade

CrewPortal provides a Trade Board format where crew members scan posted trades as well as use a private direct swap option between individual crew members.



The **Trip Trade** tab, when selected, displays incoming swap requests. The **highlighted number** is the number of trip trades currently available on the Trade Board.

Click on the **Trip Trade** tab to open the **Trade Board** for information about the trades, as displayed below.



The **Trade Board** has two sections, a filter section and a display section.

The Trade Board fields are described as follows:

Field	Description
<i>Duty Date Between</i>	Enter duty date between dates, such as 23/5/2017 to 31/5/2017.
<i>Search</i>	The Search feature is used to search for trades based on the indicated date.
<i>Advanced Search</i>	Enables crew members to search for swaps using criteria i.e. report, release and sector between times, as well as duty type, single duty, overnight duty and duty time.

To create a new trade:

1. Select **Trip Trade** from the CrewPortal menu.
2. Click the **New Trade** link from *Actions*.
Duties that are within the indicated search criteria will be displayed.
3. Select a duty to be traded from the Trade Board.
4. Click **Next**.

The **New Swap** window displays.

5. Add a Title and Description.
6. Proceed by doing either of the following:
 - a. Click **Submit** to continue the swap request; or
 - b. Click **Cancel** to return to the Trade Board without submitting the swap.

Recent Activity

The *Recent Activity* panel displays updates on submitted swaps and received or cancelled offers. Updates are processed in real-time.

Trip Trade

Trade Board

Duty Date Between and L

Show entries Search:

	Description	Date	Pairing	Report	Release	Trip Info
	000012111-Brandy Mason Pickup : Straight Pickup (CA)	01/14/2018 L	L80159P	Jan-14 15:44 L	Jan-14 21:46 L	LAS, BZN, LAS
	000012117-Anthony Leighman Drop : Drop 1/25, 1/26, 1/28 (CA)	01/25/2018 L 01/26/2018 L 01/28/2018 L	LASR14M L80152P L80110P	Jan-25 14:00 L Jan-26 15:24 L Jan-28 14:26 L	Jan-25 23:59 L Jan-26 21:11 L Jan-28 22:09 L	LASLAS LAS, COS, LAS LAS, FSD, LAS

Showing 1 to 2 of 2 entries

Recent Activity

- 17-Jan Trade ...
- 21-Jan Trade ...
- 15-Jan Swap

Actions

- Trade Board
- My Cart
- My Trades
- My Inbox
- New Trade
- Direct Trade

The status of each swap is represented by any of the following icons:

Icon	Description
	Swap is in queue or being processed
	New offer received
	Pending validation results
	Pending acceptance from another crew
	Successful swap
	Unsuccessful swap

The panel is also displayed in *My Cart*, *My Trades*, *My Inbox*, *New Trade*, *Swap Details* form, *Offer Details* form, *Find Crew*, *Open Time Board* and *My Open Time*.

Direct Trade



1. Click .
2. Click **Direct Trade** from the *Actions* menu.
The **Find Crew** feature will be displayed.

3. Select **By Crew Details** or **By Duty Type**.
4. Select a date in the **Date** field.

Selecting a date will automatically populate the following fields:

- a. Operator
 - b. Base
 - c. Emp Code
 - d. Name
 - e. Kwnown As
5. Select the name of the crew from the **Name** field.
 6. Click **Find**.
 7. Select the Duty you want to trade.
 8. Click **Create Swap**.

Day	Date	Duty	On	Off	From/To	Flight Time	Duty Time
Wed	25/04/2018 L	M0702-1	09:35 L	17:29 L	YULVUL	5:04	7:54
Thu	26/04/2018 L	SDO-1	00:00 L	23:59 L	YULVUL		
Fri	27/04/2018 L	SDO-1	00:00 L	23:59 L	YULVUL		

The New Swap form will be displayed.

New Swap
✖

Name: Jane Doe

Title:

Description:

Show entries

Day	Date	Pairing	Report	Release	Select
Thursday	26/04/2018 L	SDO	26-Apr 00:00 L	26-Apr 23:59 L	<input checked="" type="checkbox"/>
Friday	27/04/2018 L	SDO	27-Apr 00:00 L	27-Apr 23:59 L	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

My Rosters:

Show entries

Day	Date	Pairing	Report	Release	Select
Thursday	26/04/2018 L	M0705	26-Apr 10:20 L	26-Apr 15:09 L	<input checked="" type="checkbox"/>

9. Enter **Title** and **Description**.
10. Click **Submit**.

New Swap
✖

My Rosters:

Show entries

Day	Date	Pairing	Report	Release	Select
Thursday	26/04/2018 L	M0705	26-Apr 10:20 L	26-Apr 15:09 L	<input checked="" type="checkbox"/>
Friday	27/04/2018 L	SDO	27-Apr 00:00 L	27-Apr 23:59 L	<input type="checkbox"/>
Saturday	28/04/2018 L	SDO	28-Apr 00:00 L	28-Apr 23:59 L	<input type="checkbox"/>
Saturday	28/04/2018 L	STYA	28-Apr 03:01 L	28-Apr 15:00 L	<input type="checkbox"/>
Sunday	29/04/2018 L	SDO	29-Apr 00:00 L	29-Apr 23:59 L	<input type="checkbox"/>
Sunday	29/04/2018 L	M0702	29-Apr 09:35 L	29-Apr 17:29 L	<input type="checkbox"/>
Monday	30/04/2018 L	SDOC	30-Apr 00:00 L	30-Apr 23:59 L	<input type="checkbox"/>

Showing 1 to 7 of 7 entries

Cancel
Submit

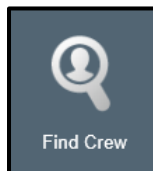
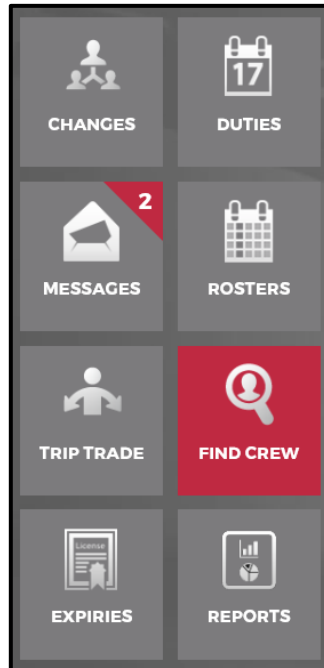


Administrator Note:

If there are pair types that should not be displayed, utilise the user preference *FindCrewPrivatePairingTypes*. It contains a comma-delimited list of pairing types that will not be displayed in areas where the crew can see other crew member's rosters. If SLV (sick leave) is set, all SLV pairings will not be displayed in all areas of this page.

Find Crew

The **Find Crew** feature enables you to find crew members through the CrewPortal application. The prerequisite to use this tool is the requirement that you share roster details with other crew members.



To access the Find Crew feature, click on the **Find Crew** tab in the CrewPortal Tab area. This tab displays the Find Crew search feature.

There are two ways to search for crew members:

Find Crew By Crew Details

1. Select **By Crew Details**.
2. Select a date from the **Date** drop-down calendar.
3. Select the Employee Id code from **Emp Code** field or enter the employee name in the **Name** field.
4. Click **Find**.

Find Crew By Duty Type

FIND CREW

Find Crew:

By Crew Details

By Duty Type

Date: Please Select Date...

Operator: [Dropdown]

Base: [Dropdown]

Rank: [Dropdown]

Equip. Group: [Dropdown]

Duty Type: [Dropdown]

Duty Label: [Dropdown]

Find

Powered By merlot.aero
Time display mode: Local time
Version: 8.0.0.61472
L-16/04/2018 22:07:30, Z-17/04/2018 02:07:30

1. Select **By Duty Type**.
2. Select a date from the **Date** drop-down calendar.
3. Select the duty type or duty label from the drop-down **Duty Type** or **Duty Label** menu.
4. Click **Find**.

Note: Crew member details for crew who meet the requirements as stipulated are viewable, including contact phone numbers, contact email details, and roster duty details.

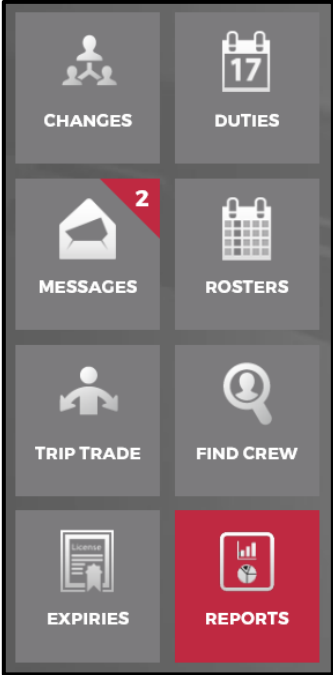


Administrator Note:

If there are pair types that should not be displayed, utilise the user preference *FindCrewPrivatePairingTypes*. It contains a comma-delimited list of pairing types that will not be displayed in areas where the crew can see other crew member's rosters. If SLV (sick leave) is set, all SLV pairings will not be displayed in all areas of this page.

Reports

The **Reports** feature enables crew members to view reports.



To access the Reports feature, click on the **Reports** tab in the tabs area of the Home page.

Report types may include:


- Employee Roster Report
- Log Book Report
- Voyage Report
- General Declaration Report
- Briefing Report
- Payroll Report
- Pairing Details Report

Crew members can view a selected report by clicking on the **View** link in the **Action** column.

REPORTS		
Show 10 entries	Search Reports: <input type="text"/>	
Report	Description	Action
Employee Roster Report		View
Log Book Report	Crew Log Book Report	View
Briefing Report	Crew Briefing Report	View
Pairing Details Report		View

Showing 1 to 4 of 4 entries

The following search and navigational aids are available in the tab:

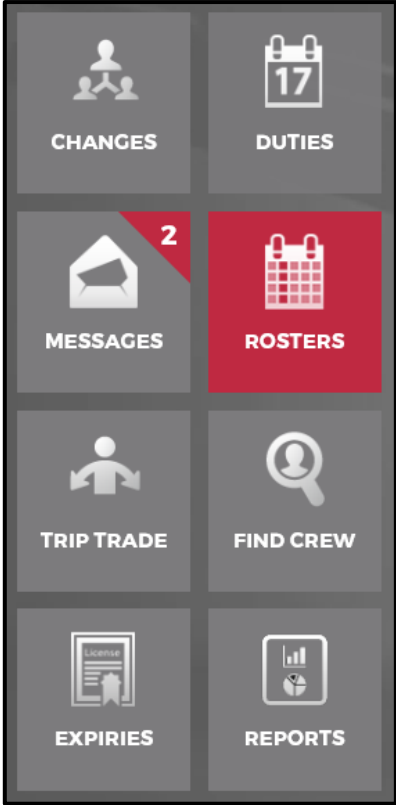
Field	Description
<i>Show entries</i>	Use the Show entries drop-down menu to view 10, 25, 50 or 100 entries at a time.
<i>Search Report</i>	The search option available at the top of the grid can be used to locate a report quickly.
<i>Sort</i>	You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column.
<i>Expand window</i>	Click on the Expand Window icon  in the upper right-hand corner of the form to expand the size of the window, click again to return the window to the original size.

The fields in the tab consist of:

Field	Description
<i>Report</i>	The name of the report.
<i>Description</i>	(Optional) Description of the report.
<i>Action</i>	Click on the View link to view the report.

Rosters

Rosters are available in CrewPortal as a means of distribution to crew members.




The **Rosters/ Calendar** tab enables you to view the following rosters:

- Standard Roster
- Crew Pay Report
- Original Roster

To view a roster in the tab, select the Report Type then click **View** under the **Document** column.

ROSTERS								
Show <input type="text" value="25"/> entries		Search Rosters: <input type="text"/>						
Type	Document Type	Published	Place of Issue	Issuing Dept	Start Date	End Date	Report Type	Document
Roster		02/04/18	Head Office	Crew Planning	01/04/2018	30/04/2018	<input type="text" value="Standard Roster"/>	View
Roster		22/03/18	Head Office	Crew Planning	02/03/2018	31/03/2018	<input type="text" value="Planned Block Roster"/> <input type="text" value="Original Roster"/> <input type="text" value="Standard Roster"/>	View

Search and navigational options in the Rosters and Calendar tabs:

Field	Description
<i>Show entries</i>	Use the Show entries drop-down menu to view 10, 25, 50 or 100 entries at a time.
<i>Search Roster</i>	The search option available at the top of the grid can be used to locate a particular roster quickly.
<i>Sort</i>	You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column.
<i>Expand window</i>	Click on the Expand Window icon  in the upper right-hand corner of the form to expand the size of the window, click again to return the window to the original size.

The fields in the Roster tab are as follows:

Field	Description
<i>Type</i>	Type of document, in this case a roster.
<i>Document Type</i>	The number 1, to indicate one document is displayed here. This field is not mandatory.
<i>Number</i>	The date the roster is published to the crew.
<i>Place of Issue</i>	Office or physical location of the office that issues rosters.
<i>Issuing Authority</i>	Issuing authority such as the Crew Rostering department or the Crew Planning department or similar.
<i>Start Date</i>	Start date of the roster is the date it is released to the crew.
<i>End Date</i>	Last date of the roster.
<i>Report Type</i>	Type of report you want to generate. <ul style="list-style-type: none"> • Standard Roster – displays the latest version of the roster • Crew Pay Report – displays the pay credits and pay details of the roster • Original Roster – displays the original published roster
<i>Document</i>	Click on the View link to view the roster.

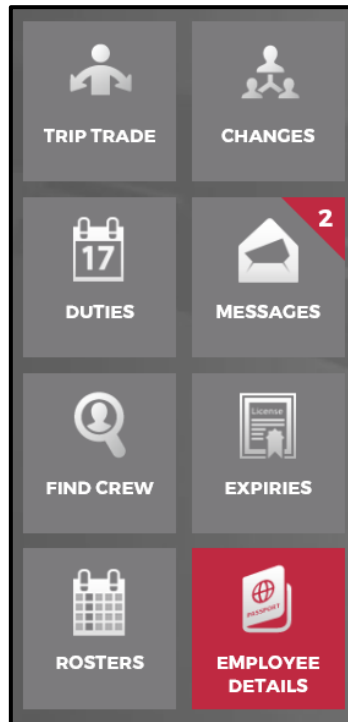
Employee Details

CrewPortal allows crew members to access and update employee details through the following:

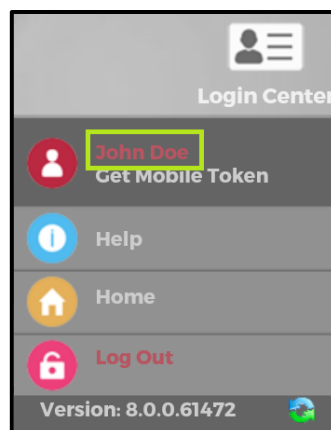
- A. Click on the **Edit** link in the **Crew Member Information Bar**.



- B. Access the **Employee Details** tab.



- C. Click on their name in the **CrewPortal Login Center**.



Editing Crew Information

The form allows users to update and maintain their personal details such as:

Profile	Password	Next Of Kin Address	Address	Email	Phone	Documents	Uniforms	Dates	Notes
Username			1094						
Preferred Name			John Doe						
First Name			John						
Middle Name 1									
Middle Name 2									
Surname			Doe						
Nationality			Canadian						
Date of Birth			10/09/1988						
Pilot License			AA600995						
Share Roster Details to other portal users			<input checked="" type="checkbox"/>						
Birth City			Woodstock						
Birth State			Ontario						
Birth Country			Canada						
Nationality Country			Canada						

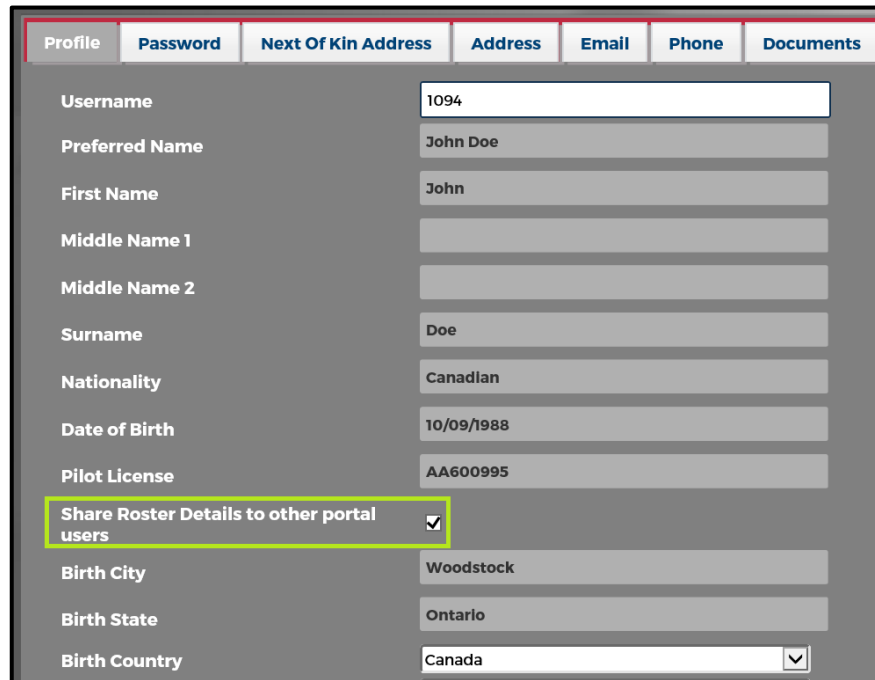
- Profile (to update all Employee Detail fields)
- Password
- Next of Kin Address
- Address
- Email
- Phone
- Documents
- Uniforms
- Dates
- Notes

Each of these tabs is discussed in detail in the [Tab Options](#) section.

Sharing Roster Details

To share roster details, click on the **Employee Details** tab and update your profile as indicated in the instructions below.

1. Select the **Share Roster Details to other portal users** check box.



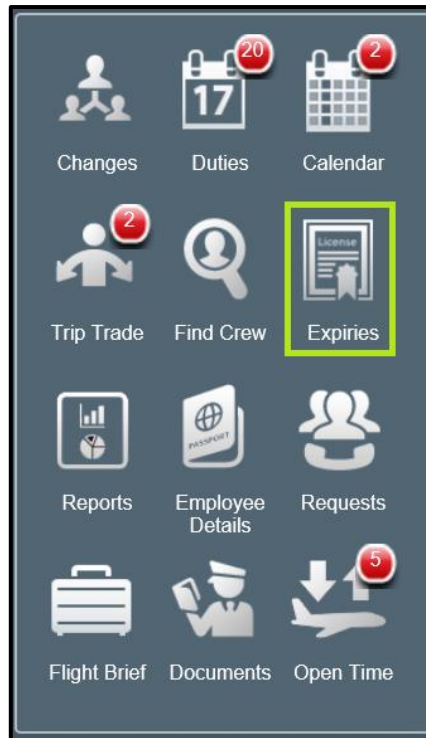
The screenshot shows a user profile form with the following fields and values:

Profile	Password	Next Of Kin Address	Address	Email	Phone	Documents
Username			1094			
Preferred Name			John Doe			
First Name			John			
Middle Name 1						
Middle Name 2						
Surname			Doe			
Nationality			Canadian			
Date of Birth			10/09/1988			
Pilot License			AA600995			
Share Roster Details to other portal users			<input checked="" type="checkbox"/>			
Birth City			Woodstock			
Birth State			Ontario			
Birth Country			Canada			

2. Click **Save**.

Expiries

Crew members can view expiration dates on important trainings, medical and document related items using the **Expiries** tab.



A sample list of expiry information may include:

- Medical
- License
- DG
- Line Check
- Base Check
- EP
- Passport
- Visa



To access expiries, click on the **Expiries** tab in the CrewPortal tabs area.

When selected, crew expiry or qualification records will be displayed. Crew members can view any qualification record that is configured to display in CrewPortal.

The following search and navigation aids are available in the **Expiries** tab.

The screenshot shows the 'Expiries' tab interface. At the top, there is a 'Show 50 entries' dropdown menu and a 'Search Type:' input field. Below this is a table with the following data:

Type	Last Passed	Next Due	Next Planned	Remaining Days
! COMPUTER BASED GROUND TRAINING	09/17/2017 L	09/30/2017 L		-284
! A320 PROFICIENCY CHECK	10/13/2017 L	10/31/2017 L		-253
Medical- FAA-CA	04/03/2018 L	10/31/2018 L		112
A320 LINE CHECK	11/16/2017 L	11/30/2018 L		142
DANGEROUS GOODS RECOGNITION - PILOTS	02/21/2018 L	01/31/2020 L		569
A320 MANEUVERS TRAINING				0

Showing 1 to 6 of 6 entries

Field	Description
Show entries	Use the Show entries drop-down menu to view 10, 25, 50 or 100 entries at a time.
Search Type	The Search Type option available at the top of the grid can be used to locate an expiry record quickly.
Sort	You can sort entries of any column in ascending or descending order. To sort entries in a column, click on the header of that column.

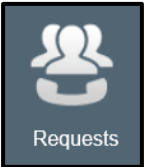
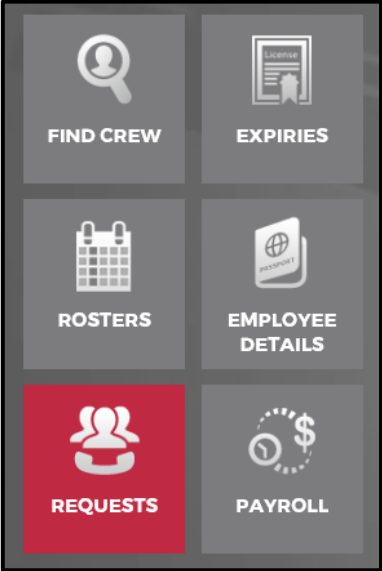
The columns in the Expiries feature consist of:

This is an identical screenshot of the 'Expiries' tab interface as shown above, displaying the same table of training entries and navigation elements.

Field	Description
Type	The name of the expiry or qualification. A red exclamation point before the expiry type indicates a critical and expired qualification.
Last Passed	Date the qualification recently passed by the employee.
Next Due	Expiry date of the qualification
Next Planned	Next planned date for the course. This is populated whenever the course is scheduled in the crew's roster.
Remaining	The number of days remaining until the expiry date.

Requests

Crew members can view time off and work-related requests as well as add, edit and delete requests in the **Requests** tab.



To access the Requests feature, click on the **Requests** tab in the CrewPortal tab area.

REQUESTS

Work Requests

Show entries

Select a period: ▼

Search:

Type	Description	Range	Status	Details
No data available in table				

Showing 0 to 0 of 0 entries

Actions

- View matches
- Add request
- Edit request
- Move up
- Move down
- Delete

Leave balances displayed under the **Entitlements** label are calculated in sync with the *Calendar* view. Calculation and updates are dependent on the selected leave type.

Create New Roster Request...

Entitlements
Balance(s) as at 05/12/2016

Show 5 entries

Entitlement	Balance
Annual Leave	25

Request Periods

Show 50 entries

Search:

Request Type	Period	Open	Close
Annual Leave	01/01/2017 - 31/12/2017	Now Open	31/12/2017

Showing 1 to 1 of 1 entries

New Request

Request Type
Annual Leave

From: 05/12/2016

To: 02/01/2017

Flexible Request

Next

Annual leave entitlements can be displayed with partial values. This is useful when a crew member takes half a day (0.5) annual leave instead of 1.

The **Search** feature enables crew members to locate prior requests quickly and easily.

REQUESTS

Work Requests

Select a period: 01 May 2018, 00:00 L - 31 May 2018, 23:59 L | Closes 30 Apr 2018, 00:00 L | 0 reqs

Show 10 entries

Search:

Type	Description	Range	Status	Details	Actions
Day Off	Forward priority	01/05/2018 L	Submitted		View matches Add request Edit request Move up Move down Delete

Showing 1 to 1 of 1 entries

The step-by-step process to add and edit requests is covered here.

To add a work or time off request in the Requests feature:

1. Select the **Time Off Requests** tab or the **Work Request** tab (depending on your airline configuration)
2. Select a Request Period or New Request date(s). All entitlement balances displayed in the form are based on your selected dates.
3. Select the type of request and date(s). Depending on your airline configuration, you can request specific pairings, any pairing that starts before a specified time, any pairing that finishes before a specified time, days off, annual leave, etc
4. Click **Submit**.

The status column in the Requests Display Grid will show that they request has been submitted.

Note: The work request feature is an add-on feature which requires planning, development and implementation.

Edit or Delete

To edit or delete an existing information:

- Select the row in the grid for editing. Click on the **Edit** link in the *Actions* menu. Make the necessary edits and click **Submit** to submit the request.
- To delete existing data, select the desired row and then click on the **Delete** link from the *Actions* menu. You will be asked *"This item will be permanently deleted and cannot be recovered. Are you sure?"* Click **Delete** to permanently delete the request and the request is removed from the grid.

Requesting for Gold Days

If you are on a Pure Reserve roster, you can request for Gold Days in Requests > Time Off Requests.

To request for a Gold Day:

1. Go to Requests > Time Off Requests.
2. Create a new roster request.

Create New Roster Request...

Entitlements: Show 5 entries

Entitlement	Balance
GOLD Day	10

Request Periods: Show 50 entries

Request Type	Period	Open	Close
Gold Day Off	01/05/2017 - 31/05/2017	Now Open	31/05/2017
Gold Day Off	01/06/2017 - 30/06/2017	Open	30/06/2017

Showing 1 to 2 of 2 entries

New Request

Request Type: Gold Day Off

From: 01/05/2017

To: 01/05/2017

Flexible Request

Next

Note: When the next roster period is already published, the date range of the next roster period will be displayed.

3. Select GOLD Day Off in **Request Type**.
4. Click **Next**.

A calendar will be displayed with the date range set to the current roster period. The remaining Gold Day Off Balance will also be displayed on the upper right-hand corner of the calendar.

Create New Roster Request...

May 2017 / June 2017

Gold Day Off Balance : 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 May	2	3	4	5	6	7
8	9 X	10	11	12	13	14
15	16 X	17 X	18 X	19	20 X	21 X
22 X	23	24 X	25 X	26 X	27	28
29	30	31	1 Jun	2	3	4

16/05/2017 to 20/05/2017 (4 days)

Submit

5. Select the days for Gold Days conversion.

6. Proceed by doing the following:
 - a. Click **Cancel** to to close the calendar without generating action; or
 - b. Click **Submit** to proceed with the request.

Trading Gold Days

You can trade an awarded Gold Day thru Open Time Pickup or Direct Trade.

Direct Trade

When direct trading a Gold Day the following will apply:

- All associated Assignment Properties are not carried over to the recipient crew;
- Pairing labels will be updated to the selected rest day pairing configured in the Employee Request Profiles for Gold Day; and
- Any claimed Gold Day entitlement will not be credited back after trading.

Open Time

Any crew who has been awarded with a Gold Day can trade for any Open Time duty. All claimed Gold Day entitlements are not credited back after trading.

Converting Day Off to Personal Time Off

The **Designate Day Off** drop-down list allows crew members to convert rest days to personal days off through Direct Trading or Trip Trade.

The screenshot shows a 'New Swap' window for user Michael Beam. It contains a table of swap entries and a 'Designate Day Off' dropdown menu.

Day	Date	Pairing	Report	Release	Select
Wednesday	31/05/2017 Z	X	May-31 07:00 Z	Jun-01 06:59 Z	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

My Rosters:

Day	Date	Pairing	Report	Release	Select
Wednesday	31/05/2017 Z	X	May-31 07:00 Z	Jun-01 06:59 Z	<input checked="" type="checkbox"/>
Thursday	01/06/2017 Z	RES	Jun-01 11:00 Z	Jun-01 23:00 Z	<input type="checkbox"/>
Friday	02/06/2017 Z	2D	Jun-02 11:00 Z	Jun-02 23:00 Z	<input type="checkbox"/>
Saturday	03/06/2017 Z	R4_FD	Jun-03 11:00 Z	Jun-03 23:00 Z	<input type="checkbox"/>
Sunday	04/06/2017 Z	X	Jun-04 07:00 Z	Jun-05 06:59 Z	<input type="checkbox"/>
Monday	05/06/2017 Z	X	Jun-05 07:00 Z	Jun-06 06:59 Z	<input type="checkbox"/>
Tuesday	06/06/2017 Z	R4_FD	Jun-06 11:00 Z	Jun-06 23:00 Z	<input type="checkbox"/>
Wednesday	07/06/2017 Z	R4_FD	Jun-07 11:00 Z	Jun-07 23:00 Z	<input type="checkbox"/>
Thursday	08/06/2017 Z	R4_FD	Jun-08 11:00 Z	Jun-08 23:00 Z	<input type="checkbox"/>

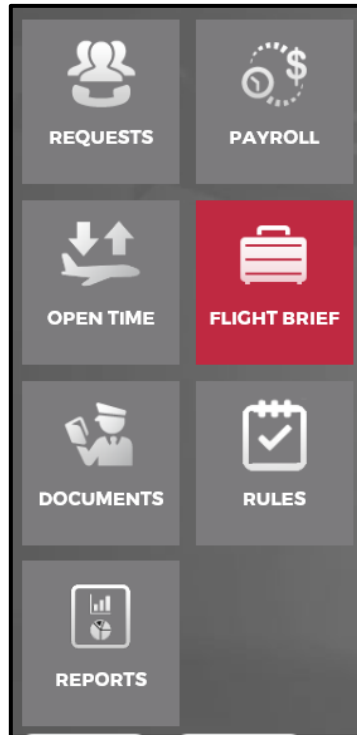
Showing 1 to 9 of 9 entries

Buttons: **Cancel** **Submit**

Designate Day Off dropdown menu options: NONE, F-COMP, GOLD

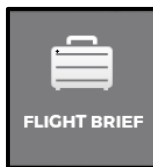
Flight Brief

Flight Briefs are also known as crew briefing reports. A crew briefing report contains an outline of what a crew is doing today.



The Crew Briefing report includes:

- Specific flights and aircraft for the operating crew
- Crew list
- Role or activity assignment
- Accommodations, if applicable
- Training activities, if applicable
- Relevant comments posted by operations/rostering staff



To access flight brief, click on the **Flight Brief** tab in the CrewPortal Tab area.

The following search and navigation aids are available in the Flight Brief tab.

Field	Description
Show entries	Use the Show entries drop-down menu to view 10, 25, 50 or 100 entries at a time.
Search Flight Briefs	The Search Flight Briefs option available at the top of the grid can be used to locate a particular flight brief quickly.
Sort	You can sort entries of any particular column in ascending or descending order. To sort entries in a column, simply click on the header of that column.

Expand Window



The **Expand Window** icon can be clicked to increase the size of the window and clicked again to reduce the window to the original size.

The Flight Brief tab displays crew briefing information for the day.

FLIGHT BRIEF						
Document Type	Number	Place Of Issue	Issuing Authority	Issue Date	Expiry Date	Document
No data available in table						

Showing 0 to 0 of 0 entries

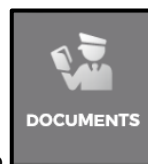
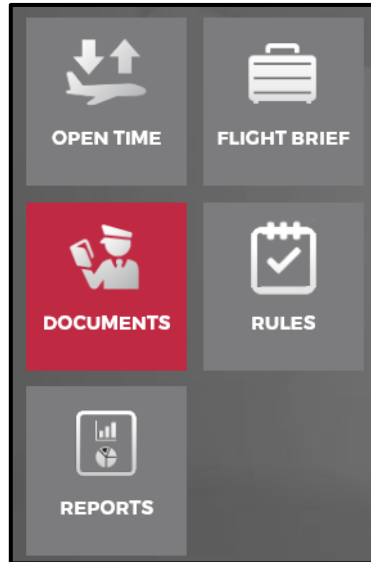
Complete these steps to view and print a flight briefing:

1. Click **View** under the **Document** column.
2. Click the **Print** icon in your computer to print a copy of the flight brief.

Flight briefs are generated within CrewPortal in PDF format for ease of distribution and printing.

Documents

The Documents feature in CrewPortal enables crew members to open and acknowledge documents.




To access the Documents feature, click on the **Documents** tab in the CrewPortal Tab area.

Documents for review are listed in the grid. Crew members use the **Open** and **Acknowledge** links in the *Actions* menu to open and acknowledge documents as required.

DOCUMENTS								Actions
From	Title	Type	Issue Date	Acknowledge By	Expiry Date	Importance	Document	Open
MerlotAdmin	Flight Plan	NOTC	08/20/2018 L	08/22/2018 L	08/23/2018 L	Important	View	Acknowledge
Joe	FSI(OPS) ASHTAM - Issued 27 Nov 2017	NOTC	11/27/2017 L	11/27/2017 L	11/27/2099 L	Important	View	
Kurt	A320_Operational References_Issue 1 Rev 4	NOTC	11/21/2017 L	11/21/2017 L	11/21/2099 L	Important	View	
Kurt	TB-2017-004	NOTC	11/21/2017 L	11/21/2017 L	11/21/2099 L	Important	View	
Kurt	A320 FSI(OPS)-2017-019 EFB Version EFB06NOV17	NOTC	11/21/2017 L	11/21/2017 L	11/21/2099 L	Important	View	
Kurt	A320 FSI(OPS)-2017-019 EFB Version EFB06NOV17	NOTC	11/20/2017 L	11/20/2017 L	11/20/2099 L	Important	View	

The following search and navigational aids are available in the Documents tab:

Field	Description
Show entries	Use the Show entries drop-down menu to view 10, 25, 50 or 100 entries at a time.
Search Flight Briefs	The Search Flight Briefs option available at the top of the grid can be used to locate a particular flight brief quickly.
Sort	You can sort entries of any particular column in ascending or descending order. To sort entries in a column, simply click on the header of that column.

<i>Expand Window</i>	The Expand Window icon  can be clicked to increase the size of the window and clicked again to reduce the window to the original size.
----------------------	--

The fields in the Documents tab consist of:

Field	Description
<i>From</i>	The person or office that sent the document.
<i>Title</i>	Document title.
<i>Type</i>	Type of document.
<i>Issue Date</i>	Document issue date.
<i>Acknowledge By</i>	The deadline when acknowledgment for reading the document is required.
<i>Expiry date</i>	Document expiration date.
<i>Importance</i>	Level of document importance.
<i>Document</i>	Link to document, click on the View link to view the document.

Expenses

The Expenses feature enables crew members to view the status of expenses submitted for reimbursement as well as to add, edit and delete expenses.

To access the Expenses feature, click on the **Expenses** tab in the CrewPortal Tab area of the Home page.

To add a new expense:

1. Click on the **New** link in the *Actions* menu.
2. Complete the following fields:

Field	Description
<i>Date</i>	Select the date the expense was incurred from the drop-down menu.
<i>Type</i>	Select the type of expense from the drop-down menu, such as air travel, ground transport, parking etc.
<i>Description</i>	Enter a description of the expense which explains what the expense was for.
<i>Comment</i>	Add any comments related to the expense claim.
<i>Amount</i>	Enter the total amount of the expense.
<i>Currency</i>	Select from the Currency drop-down menu the type of currency, for example USD.
<i>Receipt</i>	Browse for the applicable receipt and select to attach the receipt.

3. Click **Submit** to submit the expense or **Cancel** to close the form without generating any action.

To view the status of the submitted expense, click **View** in the *Actions* menu and reference the *Status* column.

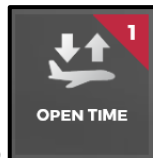
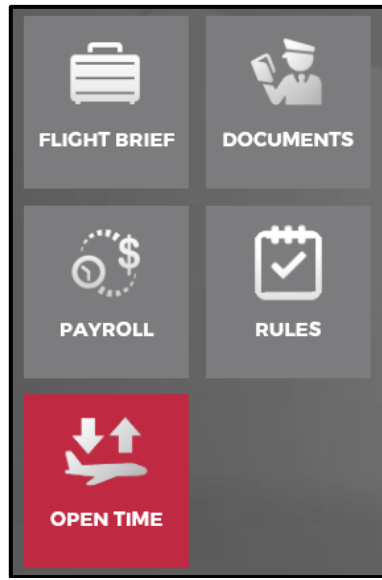
Edit or Delete

To edit or delete an existing information:

- Select the row in the grid for editing. Click on the **Edit** link in the *Actions* menu. Make the necessary edits and click **Submit** to submit the request.
- To delete existing data, select the desired row and then click on the **Delete** link from the *Actions* menu. You will be asked "This item will be permanently deleted and cannot be recovered. Are you sure?" Click **Delete** to permanently delete the request and the request is removed from the grid.

Open Time

Open Time Drops are a type of trade where a crew member can drop a pairing from their current roster in replacement for a day off while **Open Time Pickup** allows a crew to pick up an unassigned pairing from the swap board in exchange for a day off, reserve or another operating pairing.



Click the **Open Time** tab  in the CrewPortal menu to launch the **Open Time Board**.

OPEN TIME

OPEN TIME BOARD

Duty Date Between and L Search Advanced Search

Show entries Search:

Description	Date	Pairing	Report	Release
OPEN TIME PICKUP Open Pairing: Available complement: CPT(1)	22/04/2018 L	T7562	22-Apr 23:30 L	23-Apr 07:08 L

Showing 1 to 1 of 1 entries

Recent Activity

Actions

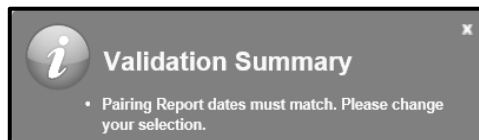
- Open Time Board
- My Cart
- My Open Time
- My Inbox

The **Duty Date Between** fields be changed to display a different set of open time pairings. While **Advanced Search** displays the advanced search criteria, which allows you to have more refined search criteria.

Swapping Open Time Pirings

To swap an open time drop, select the pairings from your current roster, and select the corresponding entries in the *OPEN TIME DROP* list.

Crew can only select pairings on the day that they selected to drop. If a crew selects a different day, a prompt will be displayed at the top right corner and the drop will not be processed.



Successful open time drops can be accessed in Open Time > My Open Time.

OPEN TIME - MY OPEN TIME

Show 50 entries

Date	Title	Report	Release	From/To	Time Left	Status
06/04/2018 L	Trade	06-Apr 08:00 L	25-Apr 17:29 L		-12d -20:-44	Request Denied -Duty time, 4:49, Time Threshold 17:00. Rest required 10:00. Rest Available -5:34.

Showing 1 to 1 of 1 entries

Recent Activity

26-Apr Direct Trade

06-Apr Trade

Actions

Open Time Board

My Cart

My Open Time

My Inbox

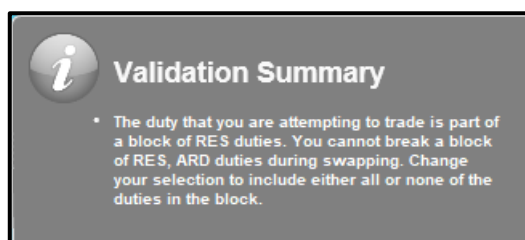
Trip Trades for non-FPG Pairings in CrewPortal

Open Time trading for non-FPG pairings follows the same process as an FPG pairing mentioned above. This is validated based on the crew member's equipment group rating and the available non-FPG pairing complement.

Note: Trading with non-FPG pairings is dependent on your airline setting.

Trading for Contiguous Pair Types

When a crew member has contiguous standby pairings, he is not allowed to trade only one of those pairings. Instead, the entire block of contiguous standbys must be traded. For example, when a crew member with contiguous RES pair types from day 1-10 attempts to pick up a pairing with a different pair type on day 5, the **Validation Summary** message will pop up:



Swap Cart

Swap Cart allows crew to perform Open Time swaps as well as make offers in the Trade Board in a single transaction.

To access the Swap Cart, click on the **My Cart** link in the *Actions* menu. A number is displayed beside the link to indicate the number of swaps contained within a cart.

The screenshot shows the 'MY CART (1)' interface. At the top, there are 'Cancel Cart' and 'Checkout' buttons. Below these, the cart details are displayed: Name: New Cart, Description: (empty), and Cart Status: Pending Checkout. A note states: 'Please note that all Swaps within this cart will be treated as a single Swaps. If any pairing within the trade does not pass validation/acceptance then the entire trade will be unsuccessful.' On the right, there is a 'Recent Activity' section showing '22-Apr Open Time Pic...' and an 'Actions' menu with buttons for 'Trade Board', 'My Cart (1)', 'My Trades', 'My Inbox', 'Post Trade', and 'Direct Trade'. The 'My Cart (1)' button is highlighted with a yellow border. Below the cart details, there is a table with columns: Description, Date, Pairing, Report, Release, From, Time Left, and Status. The table contains one entry: 'OPEN TIME PICKUP' with a date of '22/04/2018 L', pairing 'T7562', report '22-Apr 23:30 L', release '23-Apr 07:08 L', from 'YYZYYZ', time left '03d 18:7', and status 'Pending Validation'. A 'Show 50 entries' dropdown is visible above the table. At the bottom left, it says 'Showing 1 to 1 of 1 entries'.

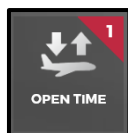
Clicking the **My Cart** link displays the last non-checked out cart. If no non-checked out cart is stored, a blank cart will be displayed as displayed below:

This screenshot is identical to the one above, showing the 'MY CART (1)' interface with a single entry in the table.

Initially, the following are displayed for a cart with a *PendingCheckout* status:

- **Name:** New Cart
- **Description:**
- **Cart Status:** Pending Checkout
- "Please note that all Swaps within this cart will be treated as a single Swap. If any pairing within the trade does not pass validation/acceptance then the entire trade will be unsuccessful."

Adding Open Time Pickup/ Drop Swaps in the Swap Cart



1. Click
2. Select a transaction to add in the Swap Cart.

- a. Open Time Pickup
 - b. Open Time Drop
3. Click the link of the duty or off you want to drop or pickup.

OPEN TIME BOARD

Duty Date Between and L

Show entries Search:

Description	Date	Open Pairing	Report	Release
OPEN TIME PICKUP Open Pairing: Available complement: CPT(5)	20/04/2018 L	M0700	20-Apr 08:00 L	20-Apr 12:39 L
OPEN TIME PICKUP Open Pairing: Available complement: CPT(5)	20/04/2018 L	M0702	20-Apr 09:35 L	20-Apr 17:29 L
OPEN TIME PICKUP Open Pairing: Available complement: CPT(5)	20/04/2018 L	M0705	20-Apr 10:20 L	20-Apr 15:09 L

Recent Activity
21-Apr open time2 ✓

Actions

- Open Time Board
- My Cart (1)
- My Open Time
- My Inbox

4. Select a duty to swap.

OPEN TIME

Name: OPEN TIME PICKUP
Title: OPEN PICKUP
Description: Open Pairing: Available complement: CPT(5)

Pairing: M0700 Date: 20/04/2018 L
Type: FPG Position: CPT
Report: 20-Apr 08:00 L Duty Time: 4:39
Release: 20-Apr 12:39 L Flight Time: 2:43
Overnights: 0 Pay Credit: 4:00
Sequence: YUL - YUL

My Rosters:

Show entries

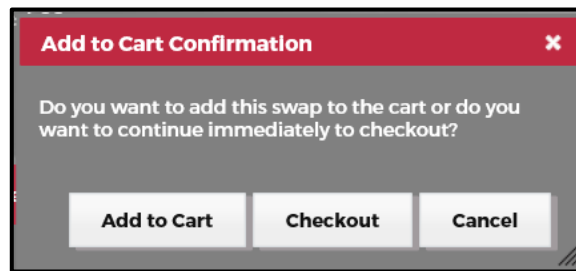
Day	Date	Pairing	Report	Release	Select
Thursday	19/04/2018 L	SDO	19-Apr 00:00 L	19-Apr 23:59 L	<input type="checkbox"/>
Friday	20/04/2018 L	M0702	20-Apr 09:35 L	20-Apr 17:29 L	<input checked="" type="checkbox"/>
Saturday	21/04/2018 L	M0700	21-Apr 08:00 L	21-Apr 12:39 L	<input type="checkbox"/>
Sunday	22/04/2018 L	M0700	22-Apr 08:00 L	22-Apr 12:39 L	<input type="checkbox"/>

Recent Activity
21-Apr open time2 ✓

Actions

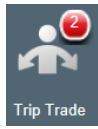
- Open Time Board
- My Cart (1)
- My Open Time
- My Inbox

5. Click **Submit**.
The **Add to Cart** confirmation popup will be displayed.

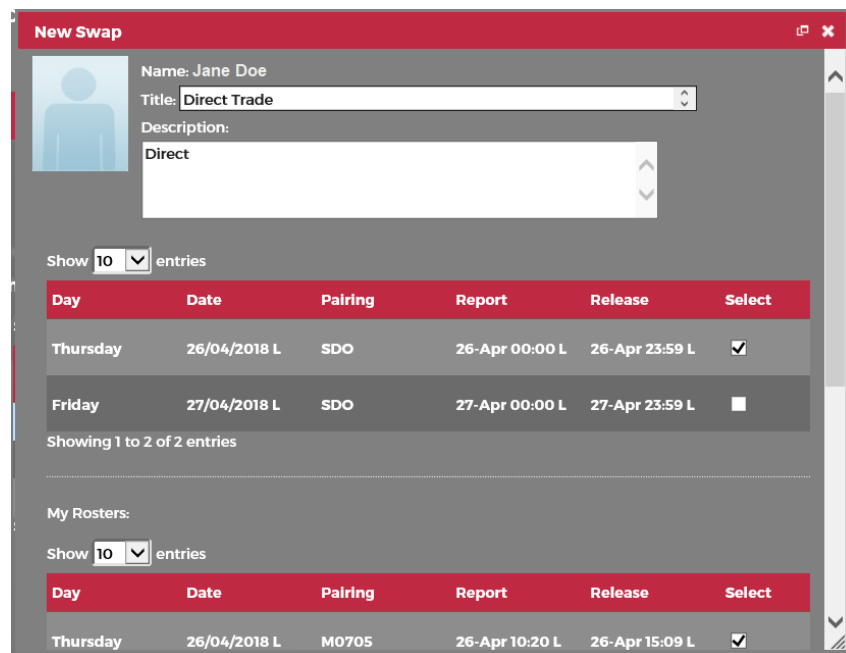


6. Click **Add to Cart** to save swap in the Swap Cart.

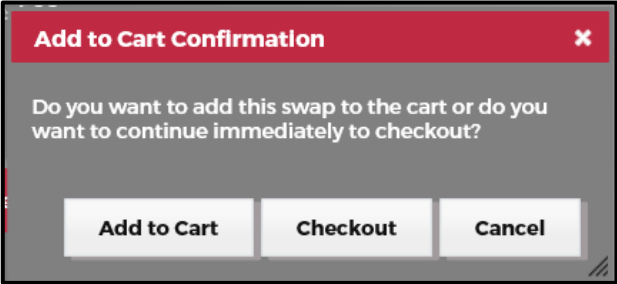
Adding Direct Swaps in the Swap Cart



11. Click **Trip Trade**.
12. Click the link of the duty or off you want to trade.
13. Select duties to swap.

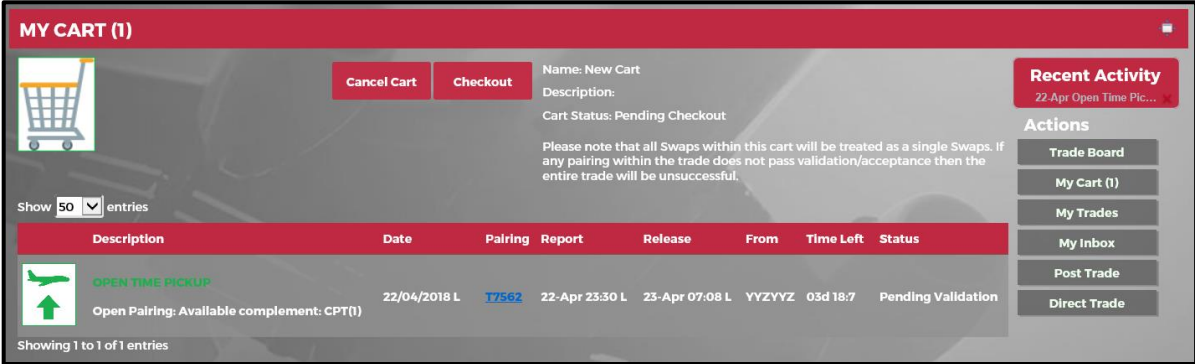


14. Select **Designate Day Off**.
 15. Click **Submit Offer**.
 16. Enter a comment for the swap.
 17. Click **Submit**.
- The **Add to Cart** confirmation popup will be displayed.



18. Click **Add to Cart** to save swap in the Swap Cart.

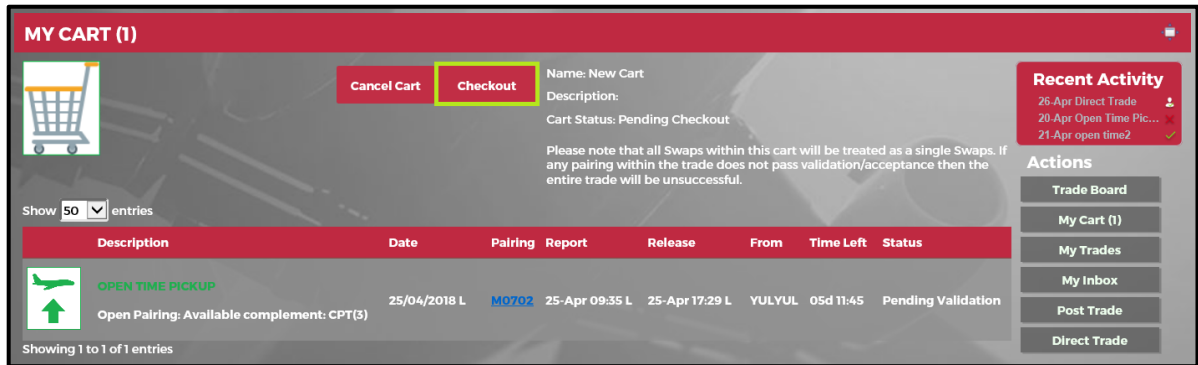
After adding items in your Swap Cart, your cart updates to **Pending Checkout** and saved items are tagged as **Pending Validation**.



- **Name:** New Cart
- **Description:**
- **Cart Status:** Pending Checkout

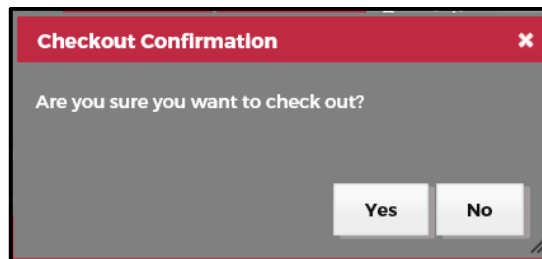
Checking Out Items from the Swap Cart

1. Open the Swap Cart to view saved items.



2. Click **Checkout**. The **Checkout confirmation** popup will be displayed.

Note: Clicking **Cancel** terminates the action.



3. Select **Yes** – to proceed with the checkout or **No** – to cancel checkout.

Proceeding with the checkout launches the Cart Checkout panel which previews both a crew member's current roster and the new roster after a swap transaction is applied.

Cart Checkout
✕

New Roster

Show entries

Day	Date	Pairing	Report	Release
Friday	20/04/2018 L	M0700	20-Apr 08:00 L	20-Apr 12:39 L
Saturday	21/04/2018 L	M0700	21-Apr 08:00 L	21-Apr 12:39 L
Sunday	22/04/2018 L	M0700	22-Apr 08:00 L	22-Apr 12:39 L
Monday	23/04/2018 L	TSTY	23-Apr 04:00 L	23-Apr 20:00 L
Wednesday	25/04/2018 L	M0705	25-Apr 10:20 L	25-Apr 15:09 L
Thursday	26/04/2018 L	M0705	26-Apr 10:20 L	26-Apr 15:09 L
Friday	27/04/2018 L	SDO	27-Apr 00:00 L	27-Apr 23:59 L
Saturday	28/04/2018 L	STYA	28-Apr 03:01 L	28-Apr 15:00 L
Saturday	28/04/2018 L	SDO	28-Apr 00:00 L	28-Apr 23:59 L
Sunday	29/04/2018 L	M0702	29-Apr 09:35 L	29-Apr 17:29 L

Showing 1 to 10 of 12 entries

Current Roster

Show entries

Day	Date	Pairing	Report	Release
Friday	20/04/2018 L	M0702	20-Apr 09:35 L	20-Apr 17:29 L
Saturday	21/04/2018 L	M0700	21-Apr 08:00 L	21-Apr 12:39 L
Sunday	22/04/2018 L	M0700	22-Apr 08:00 L	22-Apr 12:39 L
Monday	23/04/2018 L	TSTY	23-Apr 04:00 L	23-Apr 20:00 L
Wednesday	25/04/2018 L	M0705	25-Apr 10:20 L	25-Apr 15:09 L

4. Enter a Title and Description.
5. Click **Checkout**.

Note: Clicking **Cancel** terminates the action.

Deleting Items from the Cart

Click the **My Cart** link to view saved Swap Cart items.

- A. To remove an Open Time Pickup from the Swap Cart, click **Delete Pickup**.

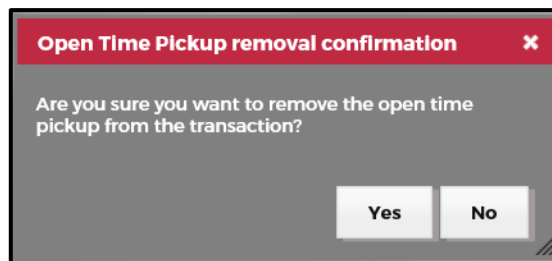
The screenshot shows the 'MY CART (1)' interface. The main content area displays an 'OPEN TIME PICKUP' item with the following details:

- Name: OPEN TIME PICKUP
- Title: OPEN PICKUP
- Description: Open Pairing. Available complement: CPT(1)
- Pairing: 17562
- Type: FPG
- Report: 22-Apr 23:30 L
- Release: 23-Apr 07:08 L
- Overnights: 0
- Sequence: YYZ - YYZ
- Date: 22/04/2018 L
- Position: CPT
- Duty Time: 7:38
- Flight Time: 2:35
- Pay Credit: 4.00

Below the item details, there are sections for 'Offers' and 'FalledCheck'. The 'Offers' section shows a comment from John Doe(530) and a 'View Duties' button. The 'FalledCheck' section shows a comment from John Doe(530) and a 'View Duties' button. At the bottom right of the main content area, there are 'cancel' and 'Delete Pickup' buttons. The 'Delete Pickup' button is highlighted with a yellow border.

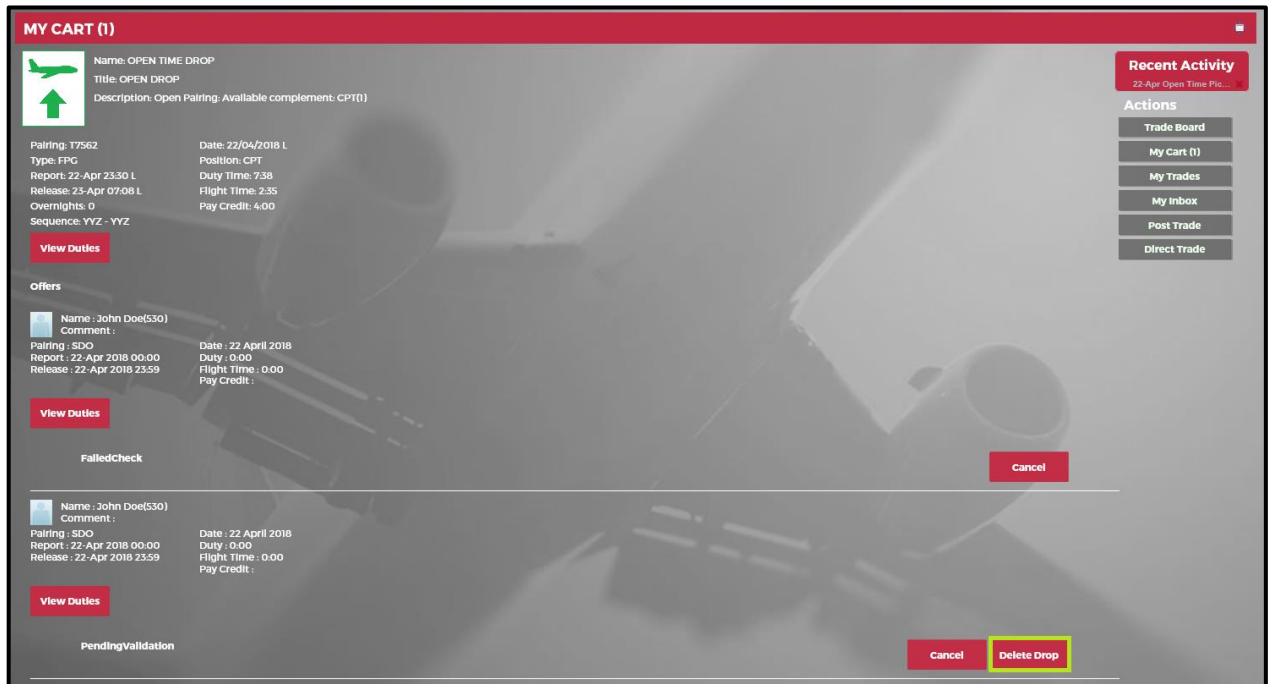
On the right side of the interface, there is a 'Recent Activity' section showing '22-Apr Open Time Pic...' and an 'Actions' menu with buttons for 'Trade Board', 'My Cart (1)', 'My Trades', 'My Inbox', 'Post Trade', and 'Direct Trade'.

The **Open Time Pickup removal confirmation** popup will be displayed.

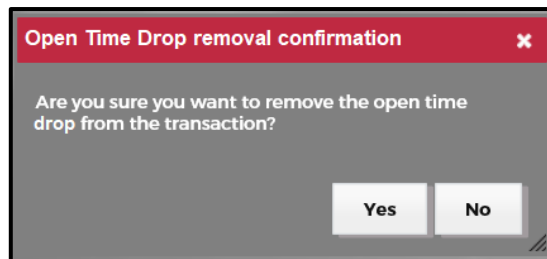


Select **Yes** – to remove item from the cart or **No** – to retain Open Time Pickup swap.

B. To remove an Open Time Drop from the Swap Cart, click **Delete Drop**.



The **Open Time Drop removal confirmation** popup will be displayed.



Select **Yes** – to remove item from the cart or **No** – to retain Open Time Drop swap.

C. To remove a Trade Board offer from the Swap Cart, click **Decline**.

TRIP TRADE - MY INBOX (1)

Name: John Doe
Title: Direct Trade
Description: Direct Trade

Pairing: SDO Date: 26/04/2018 L
Type: RDO Position: CPT
Report: 26-Apr 00:00 L Duty Time: 0:00
Release: 26-Apr 23:59 L Flight Time: 0:00
Overnights: 0 Pay Credit:
Sequence: YULYUL

[View Duties](#)

[Cancel](#) [Accept](#) [Decline](#)

Show entries

Day	Date	Pairing	Report	Release	Select
Wednesday	25/04/2018 L	SDO	25-Apr 00:00 L	25-Apr 23:59 L	<input type="checkbox"/>
Thursday	26/04/2018 L	SDO	26-Apr 00:00 L	26-Apr 23:59 L	<input checked="" type="checkbox"/>

Recent Activity
26-Apr Direct Trade ✓
26-Apr Direct Trade ✓
25-Apr test ✓

Actions
Trade Board
My Cart
My Trades
My Inbox (1)
Post Trade
Direct Trade

The **Swap removal confirmation** popup will be displayed. Select **Yes** – to remove item from the cart or **No** – to retain Trade Board swap.

Accepting and Declining Swap Cart Swaps and Offers

To access pending swaps, click **My Trades** link in the **Actions** menu.

TRIP TRADE - MY TRADES

Show entries

Date	Title	Report	Release	From/To	Time Left	Status
26/04/2018 L	Direct Trade	26-Apr 10:20 L	26-Apr 15:09 L	YULYUL	06d 03:34	New Offer
26/04/2018 L	Direct Trade	26-Apr 00:00 L	26-Apr 23:59 L	YULYUL	05d 17:14	New Offer

Showing 1 to 2 of 2 entries

Recent Activity
26-Apr Direct Trade ✓
26-Apr Direct Trade ✓
25-Apr test ✓

Actions
Trade Board
My Cart
My Trades
My Inbox (2)
Post Trade
Direct Trade

To accept or decline an offer, click **My Inbox**.

TRIP TRADE - MY TRADES

Name: John Doe
Title: Direct Trade
Description: Direct

Pairing: M0705
Type: FPG
Report: 26-Apr 10:20 L
Release: 26-Apr 15:09 L
Overnights: 0
Sequence: YULYUL

Date: 26/04/2018 L
Position: CPT
Duty Time: 4:49
Flight Time: 2:32
Pay Credit: 4:00

View Duties

Cancel Accept Decline

Show 10 entries

Day	Date	Pairing	Report	Release	Select
Friday	20/04/2018 L	M0702	20-Apr 09:35 L	20-Apr 17:29 L	<input type="checkbox"/>
Saturday	21/04/2018 L	M0700	21-Apr 08:00 L	21-Apr 12:39 L	<input type="checkbox"/>
Sunday	22/04/2018 L	M0700	22-Apr 08:00 L	22-Apr 12:39 L	<input type="checkbox"/>

Recent Activity

- 26-Apr Direct Trade
- 26-Apr Direct Trade
- 25-Apr test

Actions

- Trade Board
- My Cart
- My Trades
- My Inbox (2)
- Post Trade
- Direct Trade

TRIP TRADE - MY TRADES

Name: John Doe
Title: Direct Trade
Description: Direct

Pairing: M0705
Type: FPG
Report: 26-Apr 10:20 L
Release: 26-Apr 15:09 L
Overnights: 0
Sequence: YULYUL

Date: 26/04/2018 L
Position: CPT
Duty Time: 4:49
Flight Time: 2:32
Pay Credit: 4:00

View Duties

Cancel Accept Decline

Show 10 entries

Day	Date	Pairing	Report	Release	Select
Friday	20/04/2018 L	M0702	20-Apr 09:35 L	20-Apr 17:29 L	<input type="checkbox"/>
Saturday	21/04/2018 L	M0700	21-Apr 08:00 L	21-Apr 12:39 L	<input type="checkbox"/>
Sunday	22/04/2018 L	M0700	22-Apr 08:00 L	22-Apr 12:39 L	<input type="checkbox"/>

Recent Activity

- 26-Apr Direct Trade
- 26-Apr Direct Trade
- 25-Apr test

Actions

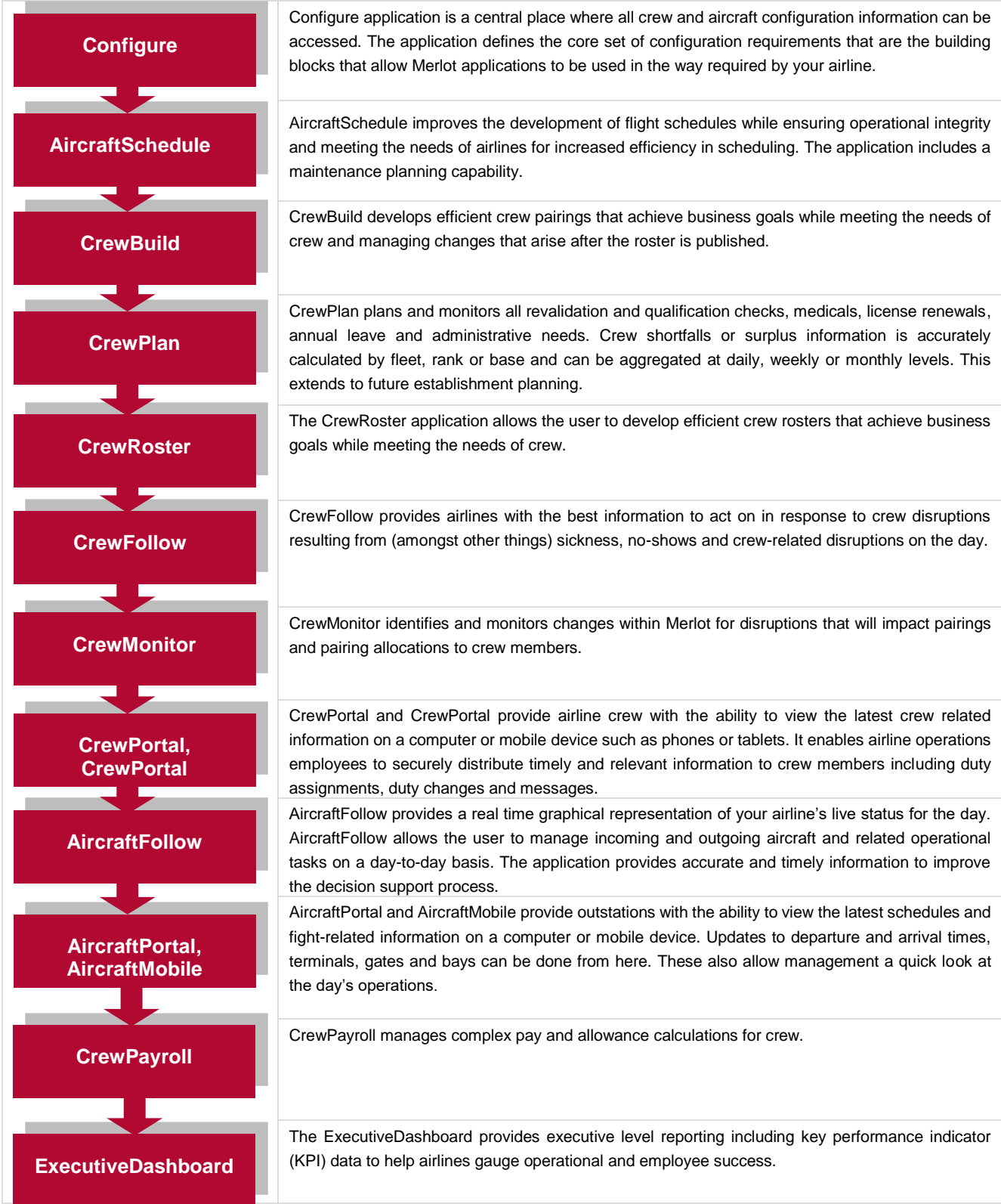
- Trade Board
- My Cart
- My Trades
- My Inbox (2)
- Post Trade
- Direct Trade

When a swap is accepted, the **Offer Dependence Notification** will be displayed. Selecting **No**, gives the crew an option to select another offer and selecting **Yes**, updates the swap status to **Pending Other Crew**. When all swap transactions are validated and accepted, a **Duty Change** notification will be sent to the crew members. Declining the offer displays the **Decline Accepted Offer** prompt.

Resubmitting Failed or Cancelled Swaps

Failed and Cancelled swaps are restored in the *Trade* or *Open Time* boards. This enables crew to resubmit previously **failed** or **cancelled** swaps. The same process applies when Adding Open Time Pickup/Drop Swaps, Adding Trade Board Swaps and Checking Out Items from the Swap Cart.

Application Flow Diagram



CrewPortal Glossary

Field	Description
Base	The port to which crewmembers are expected to commence and finish their tasks / activities.
Company Pairing	<i>Also called Generic Pairing, Ground Pairing, Non-flight Pairing, Standard Pairing</i> These are pre-defined non-flight pairings that can be allocated to crew. Examples of these are: Administration Days, Days Off, Annual Leave and Sick Leave. Also known as Standard Pairing or Generic Pairing.
Duty	A grouping of flights and / or activities that can be performed legally by a crew member during one work period. One or more duties combined together define a pairing.
Duty Change	An update to a published pairing where the history of changes for a duty are recorded.
Duty Change Notification	Whenever an assigned published pairing or duty is modified, the assigned crew need to be notified of the change to ensure they made aware of the latest version of the pairing. This is referred to as a duty change notification and is sent to crew via CrewPortal and CrewPortal.
Employee	The generic term for people who are trained to perform specific tasks/activities. Within Flight Operations, the employees are generally referred to as crew or crewmembers; and within Maintenance, the employees are generally referred to as engineers, mechanics, avionic technicians etc.
Expiry	An expiration date of a qualification
Flight	<i>Also called sector</i> The transport taken from a departure point to an arrival point.
Local Time	The time in local time at location at which the pairing or event is occurring. If the location is the same or in the same time zone as the company base or headquarters location this time will be the same as the company value.
Mobile Token	Required for access to CrewPortal, available through the airline Merlot administrator or through Merlot.
Pairing	The generic unit of work and non-work that can be assigned to a crew member. A pairing is comprised of none, one or more flights and/or activities grouped together into one or more duties. A pairing may span over multiple days. One or more duties combined together define a pairing. A pairing is from home base to home base so it can encompass a number of duties each with individual report and release times. In this way pairings can span single or multiple days. Pairings are usually built for all crew that carry out identical work. For instance, the Captain, the First Officer and the Flight Attendants, who all stay together, will be on the same pairing. To ensure consistency and simplicity of allocation a Pairing will be the only unit of activity that can be assigned to a crew member. There are some exceptions to this but in general this concept applies across the suite of applications.
Roster	A roster is simply a defined period of time within which the crew member's work and non-work assignments are defined.

Notes