

ramco

**RAMCO AVIATION SOLUTION
VERSION 5.9**

USER GUIDE

ROSTER MANAGEMENT

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ABOUT THIS MANUAL

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco AviationSolution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 2 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire **Roster Management** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Roster Management** sub process.

The **Index** offers a quick reference to selected words used in the manual.

DOCUMENT CONVENTIONS

- The data entry has been explained taking into account the “Create” business activity. Specific references (if any) to any other business activity such as “Modify” and “View” are given as “Note” at the appropriate places.
- **Boldface** is used to denote commands and user interface labels.
Example: Enter **Company Code** and click the **Get Details** pushbutton.
- Italics used for references.
Example: *See Figure 1.1.*
- The  icon is used for Notes, to convey additional information.

REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution.

The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems’ Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

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1. INTRODUCTION

In the Aviation industry, the Crew Scheduler/shift Planners prepare rosters for a period of a month that contain the flight schedules and duty details of pilots/mechanics. Rostering enables key information including employees' assignment to shifts/re-assignment of employees' to shifts based on employee availability/leave etc. to be recorded and disseminated across the board and aids in the assignment/re-assignment of employees to aircraft. These rosters may also require timely updates based on change in employee availability, assignment of employees to shifts or aircraft. Hence, rosters already published may need to be published again after the details are revised.

2. ROSTER MANAGEMENT

Roster Management sub process enables the user to create and modify the shift/duty details that are used in the roster schedule of the mechanics/pilots. It enables defining the shift/duty pattern and mapping employees to the Shift/Duty pattern. It also enables to define the Roster Group and associate employees to the Roster Group.

Shift/Duty Roster for the mechanics/pilots every month can be created. Review and modification of the Shift/Duty Roster of the mechanics/pilots can be performed in the Roster Management sub process.

2.1. MAINTAINING SHIFT/DUTY

This activity allows the user to create and modify the shift/duty details that are used in the roster schedule of the mechanics/pilots. Shift/Duty with description, color and effective from/to will be defined in this screen.

2.1.1 MANAGING SHIFT/DUTY DETAILS

1. Select **Maintain Shift/Duty** under **Roster Management** business component. The **Maintain Shift/Duty** page appears. See *Figure 2.1*.

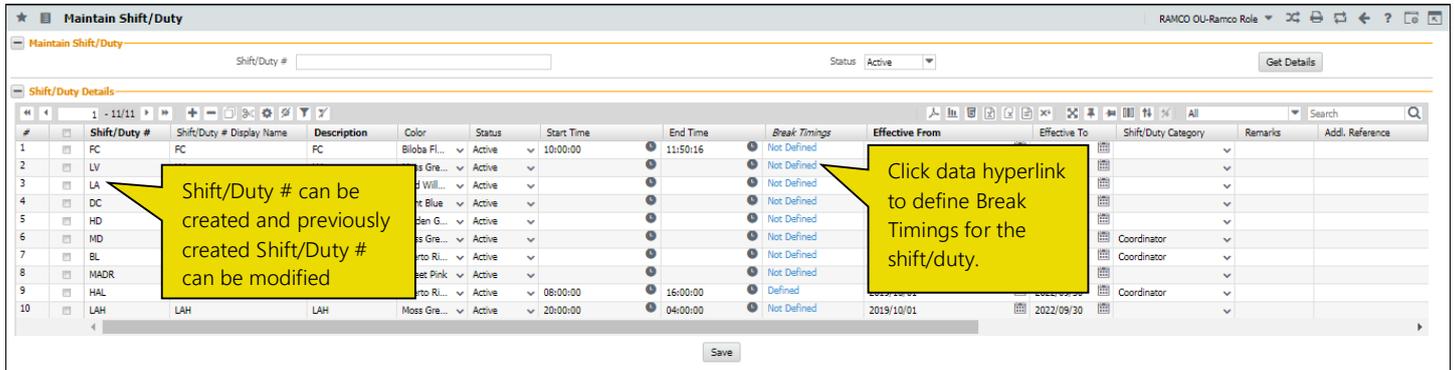


Figure 2.1 Maintaining Shift/Duty

In the **Maintain Shift/Duty** section,

2. Enter **Shift/Duty #** of the Roster.
3. Use the **Status** drop-down list box to specify the status of the Shift/Duty #.
4. Click the **Get Details** pushbutton to retrieve the Shift/Duty details in the multiline.

In the **Shift/Duty Details** multiline,

5. Enter the **Shift/Duty #** of the roster.
6. Enter the **Description** of the Shift/Duty #.
7. Use the **Color** drop-down list box to specify the color of the Shift/Duty #.
8. Use the **Status** drop-down list box to specify the status of the Shift/Duty #.
9. Enter the **Start Time** and **End Time** of the Shift/Duty #.
10. Enter the **Effective From** and **Effective To** of the Shift/Duty #.
11. Use the **Shift/Duty Category** to specify the category for which the Shift/Duty # is defined.
12. Click the **Save** pushbutton to record the Shift/Duty # details.

Note: If the shift/duty is modified once it is used in a roster and it is already published then system will intimate the same in the success message. The changes will not affect the already published roster.

Maintaining Shift/Duty Break timings

1. Select the data hyperlink in the **Break Timings** column of the **Shift/Duty Details** multiline in the **Maintain Shift/Duty** page. The **Maintain Shift/Duty Break Timings** popup appears. See *Figure 2.2*.

Maintain Shift/Duty Break Timings

Shift/Duty # FC Shift/Duty Desc. FC

Break Time

Found no rows to display!!!

#	Break ID	Break Description	Start Time	End Time
1				

Enter break details in the multiline.

Save

Figure 2.2: Setting breaks during shift/duty

2. Enter **Break ID**, **Break Description**, **Start Time** and **End Time** for the break during shift/duty.
3. Click the **Save** pushbutton to save input data.

2.2. MAINTAINING SHIFT/DUTY PATTERN & ASSOCIATING EMPLOYEES

This activity enables to define the shift/duty pattern and map employees to the Shift/Duty pattern. Shift/Duty Pattern with description and duration will be defined in this screen.

2.2.1 MANAGING SHIFT/DUTY PATTERN DETAILS

1. Select **Maintain Shift/Duty Pattern & Associate Employees** under **Roster Management** business component. The **Maintain Shift/Duty Pattern & Associate Employees** page appears. See *Figure 2.3*.

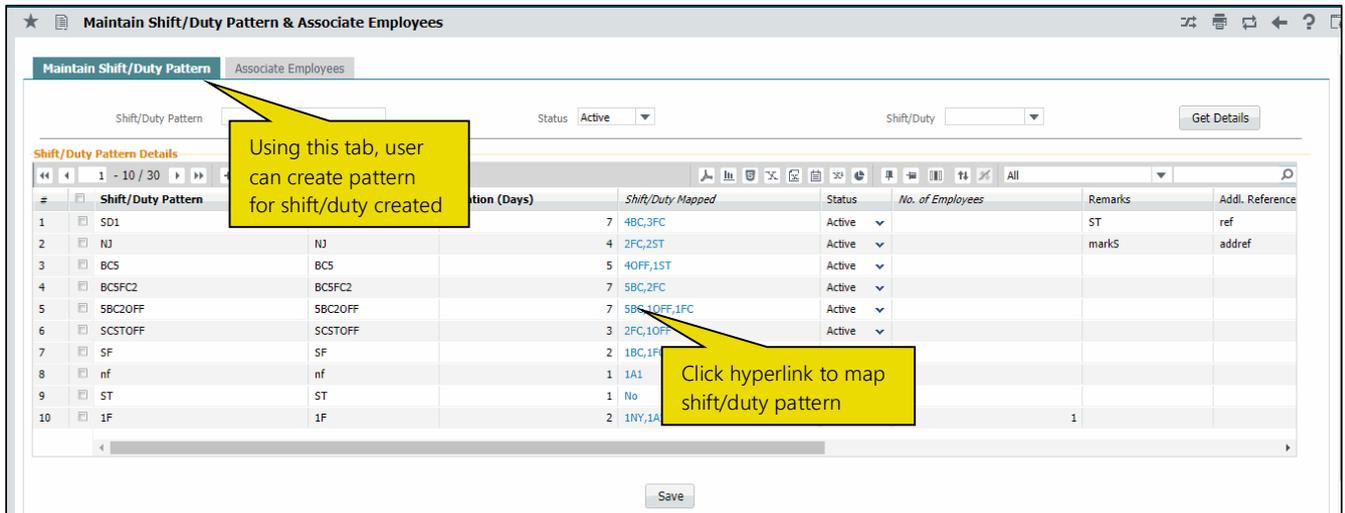


Figure 2.3 Maintaining Shift/Duty Pattern & Associating Employees

2. Select the **Maintain Shift/Duty Pattern** tab to define the Shift/Duty pattern of the roster.
3. Select the **Associate Employees** tab to associate the employees to the Shift/Duty pattern of the roster.

Recording Shift/Duty Pattern details

1. Select the **Maintain Shift/Duty Pattern** tab to define the Shift/Duty pattern of the roster.
2. Enter the **Shift/Duty Pattern**.
3. Select the **Status** and **Shift/Duty** of the Shift/Duty pattern.
4. Click the **Get Details** pushbutton to retrieve the Shift/Duty Pattern details in the multiline.

In the **Shift/Duty Pattern Details** multiline,

5. Enter the **Shift/Duty Pattern** and **Description**.
6. Enter the **Duration** of the shift/duty pattern.
7. Click the hyperlinked **Shift/Duty Mapped** to map the shift/duty # and duration pattern. On click of the hyperlink **Shift Duty Mapped** pop-up appears.
8. Select the **Status** to activate or inactivate the Shift/Duty Pattern.
9. Select the **Save** pushbutton to save the Shift/Duty Pattern.

Shift/Duty Mapped pop-up

This pop-up enables to map the Shift/Duty # with the duration.

1. Use the drop-down list box to select the **Shift/Duty #** of the roster. See *Figure 2.4*.
2. Enter the **Duration** of the Shift/Duty #.
3. Click the **Save** pushbutton to record the Shift/Duty mapping.

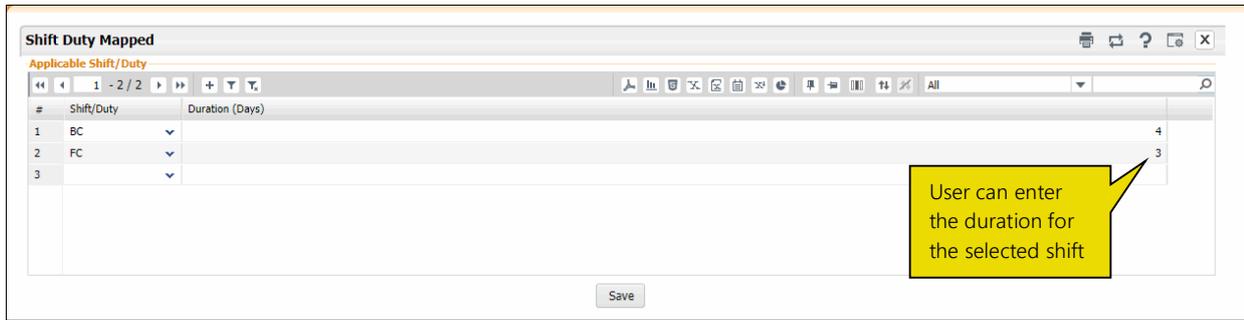


Figure 2.4 Shift/Duty Mapped pop-up

Associating Employees to the Shift/Duty Pattern

This tab enables to map the Employees to shift/duty pattern. This tab also displays the 'Day1 shift/duty' hyperlink for a shift/duty pattern once the applicable shift/duty is mapped to it. See Figure 2.5.

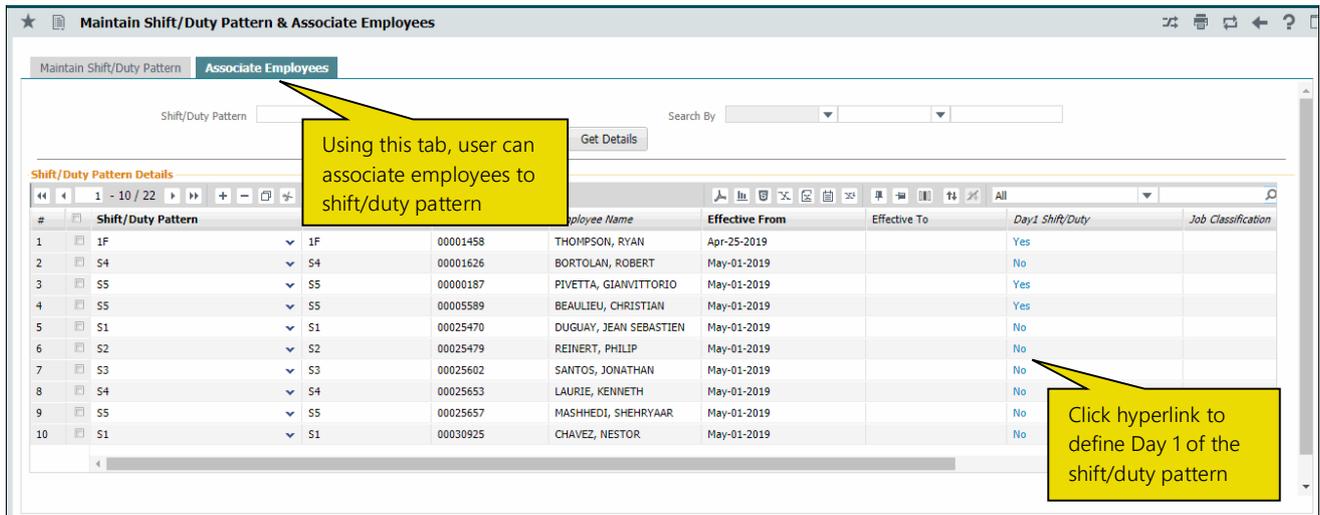


Figure 2.5 Associating Employees to Shift/Duty Pattern

1. Use the **Shift/Duty Pattern** drop-down list box to select the Shift/Duty Pattern to which the employees are to be associated.
2. Use the **Search By** drop-down list box to specify the value based on which the shift/duty pattern details are to be retrieved. The system lists the options 'Employee', 'Roster Group', 'Work Center' and 'Job Classification'.
3. Click the **Get Details** pushbutton to retrieve the Shift/Duty pattern details in the multiline.

In the **Shift/Duty Pattern Details** multiline,

4. Enter the **Shift/Duty Pattern** and **Employee #**.
5. Enter the **Effective From** to specify the date from which the shift/duty pattern is effective.
6. Click the hyperlinked **Day 1 Shift/Duty** to define the first day of the Shift/Duty Pattern. On click of the hyperlinked Day 1 Shift/Duty **Applicable Shift/Duty** pop-up appears.
7. Click the **Save** pushbutton to record the employee mapping with the Shift/Duty Pattern.

Applicable Shift/Duty pop-up

This pop-up enables to define the first day of the Shift/Duty of the roster.

1. Select the hyperlinked **Day 1 Shift/Duty** in the Employee Details multiline of the **Create/Edit Roster** screen. The Applicable Shift/Duty pop-up appears. See Figure 2.6.

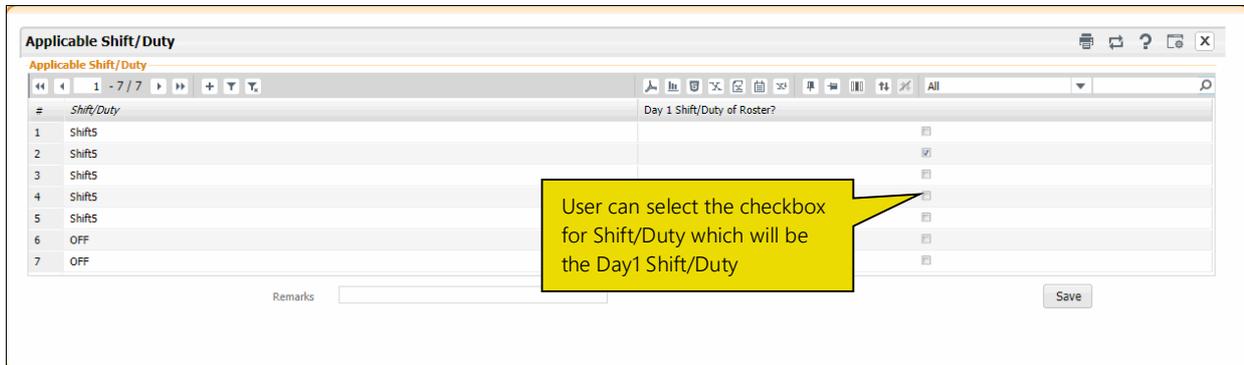


Figure 2.6 Applicable Shift/Duty pop-up

In the **Applicable Shift/duty** multiline,

2. Enter the **Shift/Duty** based on the shift/duty pattern mapped for the employee.
3. Select the **Day1 Shift/Duty of Roster?** checkbox to select the first day of the Shift/duty.
4. Click the **Save** pushbutton to save the Day1 of the Shift/Duty of Roster.

2.3. MAINTAINING ROSTER GROUP

This activity enables to define the Roster Group and associate employees to the Roster Group. Roster Group with description and group type will be defined in this activity.

2.3.1 MANAGING ROSTER GROUP DETAILS

1. Select **Maintain Roster Group** under **Roster Management** business component. The **Maintain Roster Group** page appears. See *Figure 2.7*.

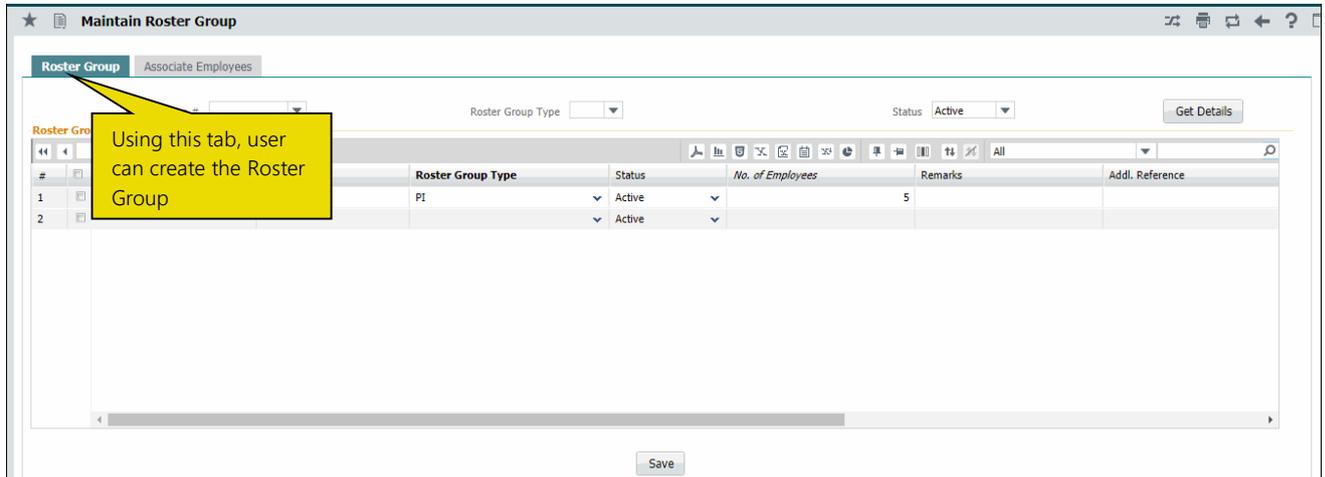


Figure 2.7 Maintaining Roster Group

2. Select the **Roster Group** tab to maintain the Roster Group.
3. Select the **Associate Employees** tab to associate the employees to the Roster Group.

Recording Roster Group details

1. Select the **Roster Group** tab to define the Roster Group.
2. Specify the **Roster Group #**, **Roster Group Type** and **Status**.
3. Click the **Get Details** pushbutton to retrieve the Roster Group Details in the multiline.

In the **Roster Group Details** multiline,

4. Enter the **Roster Group #** and **Description**.
5. Use the **Roster Group Type** drop-down list box to specify the type of the roster group.
6. Click the **Save** pushbutton to save the Roster Group details.

Associating Employees to Roster Group

1. Select the **Associate Employees** tab to associate employees to the Roster Group. See Figure 2.8.

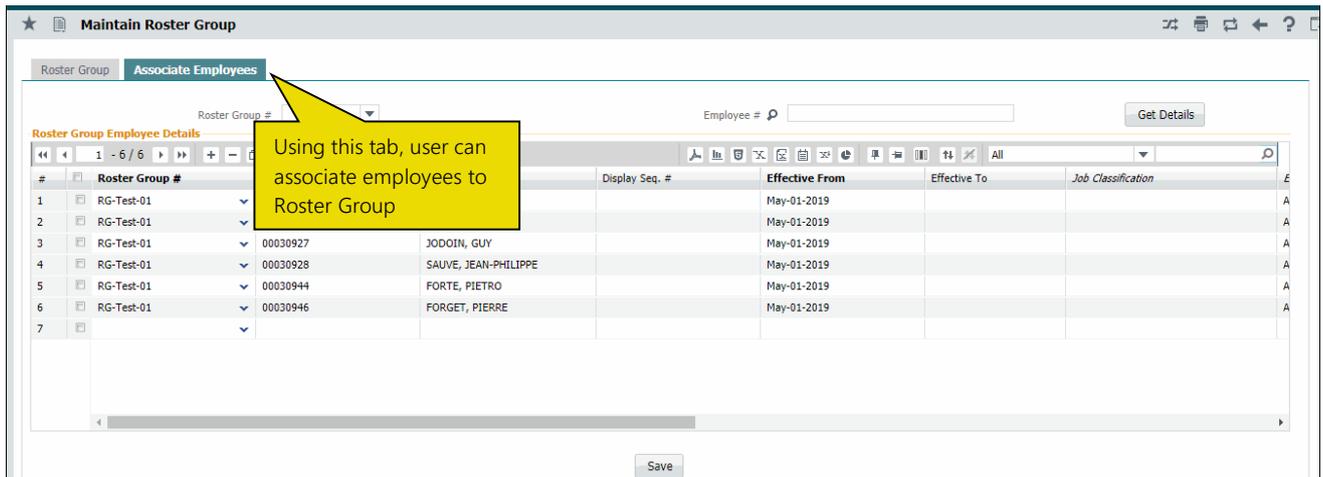


Figure 2.8 Associating Employees to Roster Group

2. Specify the **Roster Group #** and **Employee #**.
3. Click the **Get Details** pushbutton to retrieve the Roster Group Employee Details in the multiline.

In the **Roster Group Employee Details** multiline,

4. Enter the **Roster Group #** and **Employee #** to be associated with the Roster Group #.
5. Enter the **Effective From** to specify the date from which the Roster Group # is effective.
6. Click the **Save** pushbutton to record the Roster Group Employee Details.

2.4. CREATING/MODIFYING ROSTER

This activity allows the user to create, modify and view the roster details and mapping details of the employee with Shift/Duty. On successful creation of roster in 'fresh' status the radio button check will be auto flipped to Edit/View Roster.

2.4.1 CREATING ROSTER

1. Select **Create/Edit Roster** under **Roster Management** business component. The **Create/Edit Roster** page appears. See Figure 2.9.

Figure 2.9 Creating Roster

2. Select the **Create** radio button to create the roster for the employees.

In the **Roster Details** group box,

3. Enter **Description** of the Roster.
4. Enter **Effective From** and **To** dates of the Roster schedule.
5. Use the **Roster Level** drop-down list box to specify the Roster level at which the roster is to be created. The Roster levels are "Roster Group", "Span of Control" and "Work Center".

In the **Employee Details** multiline,

6. Enter the **Employee #**.
7. Use the **Exclude?** drop-down list box to specify whether the employee is excluded from the Roster #/Rev # or included.
8. The **Day 1 Shift/Duty** displays the Shift/Duty of Day1 for the employee. On click of the hyperlink **Applicable Shift/Duty** pop-up appears.
9. Click the **Save** pushbutton to save Roster details.

Roster #/Rev # will be created in 'fresh' status, revision with blank for the selected employees along with their shift/duty patterns

10. Select the **Review/Publish Roster** link to review and publish the roster.

Note: Only confirmed and published roster # will have schedules in the 'roster details' tab.

2.4.2 MODIFYING/VIEWING ROSTER

1. Select the **Edit/View** radio button in the **Create/Edit Roster** page. *See Figure 2.10.*
2. Enter the **Roster #/Rev. #** of the document that you wish to modify or view and click the **Go** pushbutton. The specified Roster document that you wish to modify or view appears.
3. Select the **Confirm** or **Cancel** pushbutton.

On confirmation of roster, system will explode the schedule population for Review/Publish roster and create a schedule # and keeps it in 'confirmed' status. Also the schedule # is incremented to +1 every time the roster is getting confirmed.

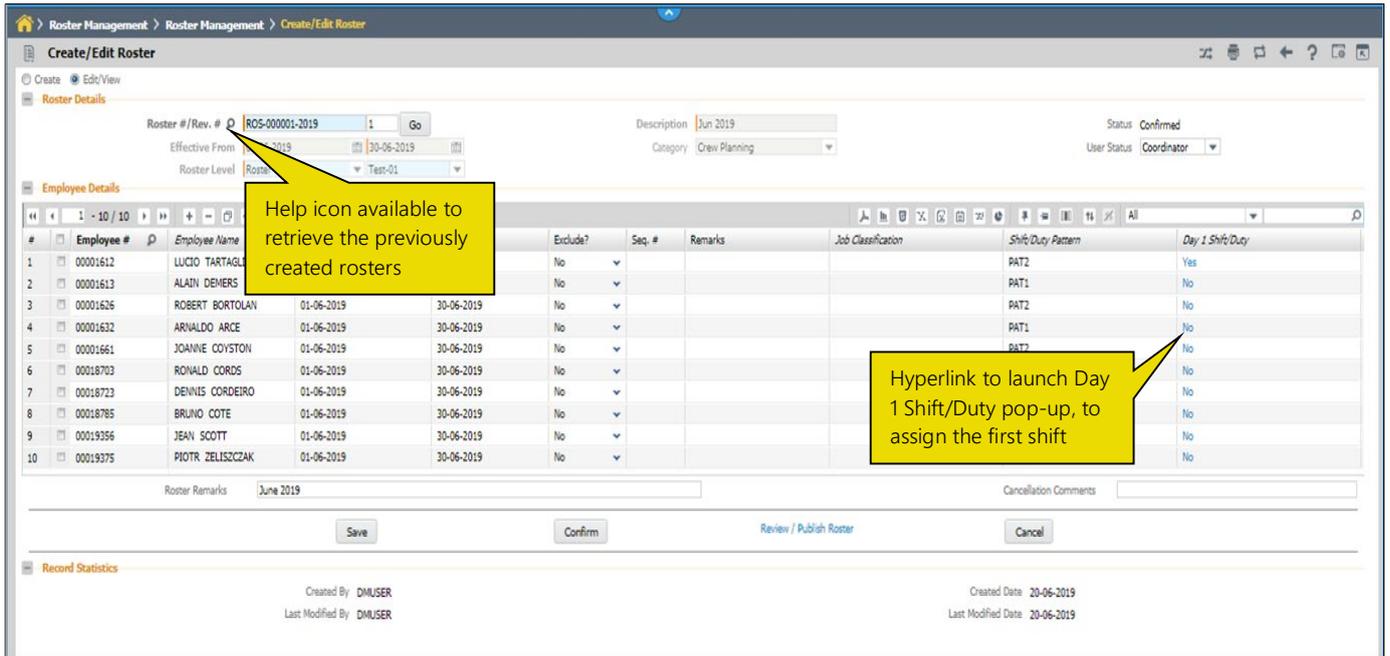


Figure 2.10 Modifying Roster

2.5. REVIEWING/PUBLISHING ROSTER

The **Review/Publish Roster** screen facilitates review and modification of the Shift/Duty Roster of the mechanics/pilots. Regular update of the roster for assigning or re-assigning employees to shifts based on employee availability/leave etc. can be performed using this activity.

1. Select the **Review/Publish Roster** under the **Roster Management** business component. The **Review/Publish Roster** page appears. See Figure 2.11.

The screenshot displays the 'Review / Publish Roster' interface. At the top, there are radio buttons for 'Review / Update' and 'View', and an 'Action' dropdown menu. The 'Roster Details' section includes fields for Roster #/Rev. # (ROS00000), Effective From (Apr-01-2019), Category (Mechanic), Description (AG ROSTER 2), Roster Level (Roster Group), Roster Group (AG-ROS-RG-01), User Status (Record), and Schedule # (8). Below this is an 'Additional Search' section with fields for Employee, Entity, Shift/Duty, and Job Classification, along with a 'Get' button. The main area is a grid with tabs for 'Roster Details' and 'Roster Summary'. The 'Roster Details' tab is active, showing a list of employees and their schedules from 01 Apr to 21 Apr. A yellow callout points to the 'Roster Details' tab, stating 'This tab displays the roster schedules defined for the roster'. Another yellow callout points to the 'Generate Roster Report' link at the bottom right, stating 'Link to launch Roster report'. The bottom of the screen shows a date 'Wed 02/07' and a 'TRIAL VERSION' watermark.

Figure 2.11 Review/Publish Roster

2. Select the **Review/Update** radio button to review/update Roster.
3. Select the **View** radio button to view the Roster details.
4. Use the **Action** drop-down list box to specify the action of the Roster which could be “Review/Update Plan” or “Review/Update Actual”.

In the **Roster Details** group box,

5. Enter **Roster # / Rev. #** of the Employee.
6. Click the **Get** pushbutton to retrieve the Roster Details and Roster Summary of the Employee.
7. Select the **Roster Details** tab to view the Shift/Duty details for the mapped employees.
8. Select the **Roster Summary** tab to view the shift/duty wise employee count.
9. Click the **Save** pushbutton to record the updated Roster details.
10. Click the **Publish** pushbutton to publish the Roster Schedule.

On successful creation and publishing the roster, the status changes to ‘publish’ and revision number will be blank. When the published roster is modified and saved then the status of roster will be updated as ‘fresh’ and the revision number increments to +1. However the changes and modification done on actual mode in the previous revision of roster will be carried forward to the new revision.

To proceed, carry out the following

11. Select the **Generate Roster Report** link to generate the Roster Report.

Reviewing Roster Details

1. **Roster Details** tab displays the normalized Shift/Duty details for the mapped employees for the roster period with color codes defined for the shift/Duty.
2. On click of the  icon, **Change Shift/Duty** pop-up appears.

Reviewing Roster Summary

1. **Roster Summary** tab displays the shift/duty wise employee count for the individual days of the roster period. See *Figure 2.12*.

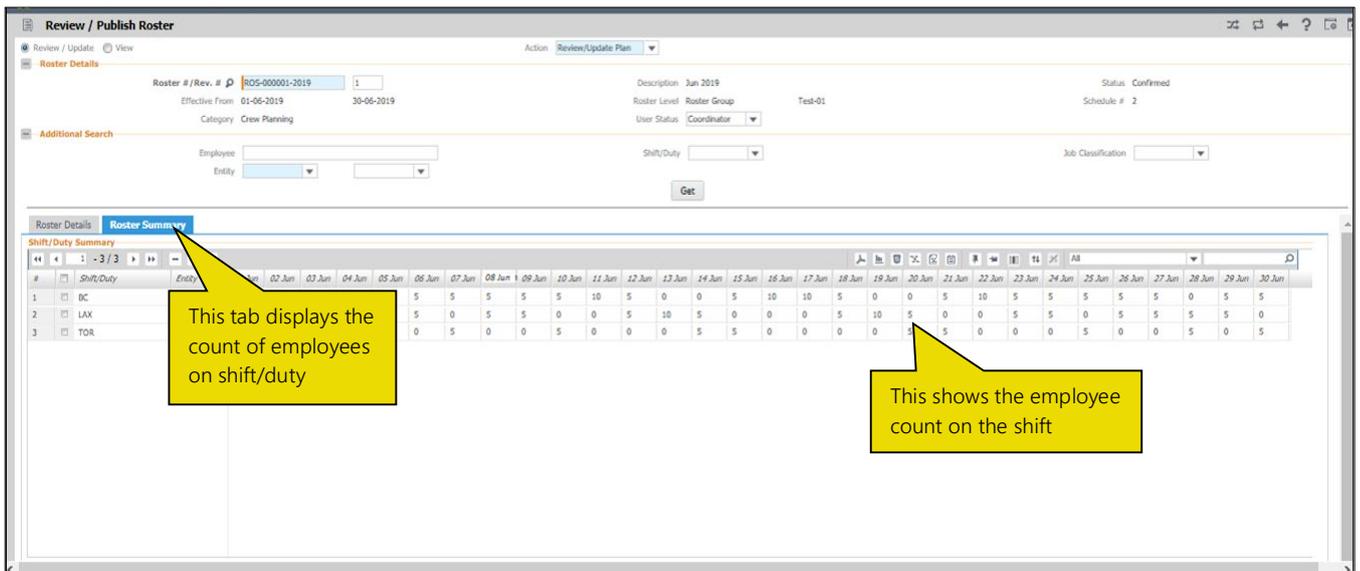


Figure 2.12 Review/Publish Roster Summary tab

Change Shift/Duty Pop-up

This pop-up enables the user to update the shift/duty details of particular period in the roster schedule. See *Figure 2.13*.

1. Select the **Shift/Duty** and modify the **From** and **To** fields.
2. Click the **Save** pushbutton to save the altered Shift/Duty details of the roster.

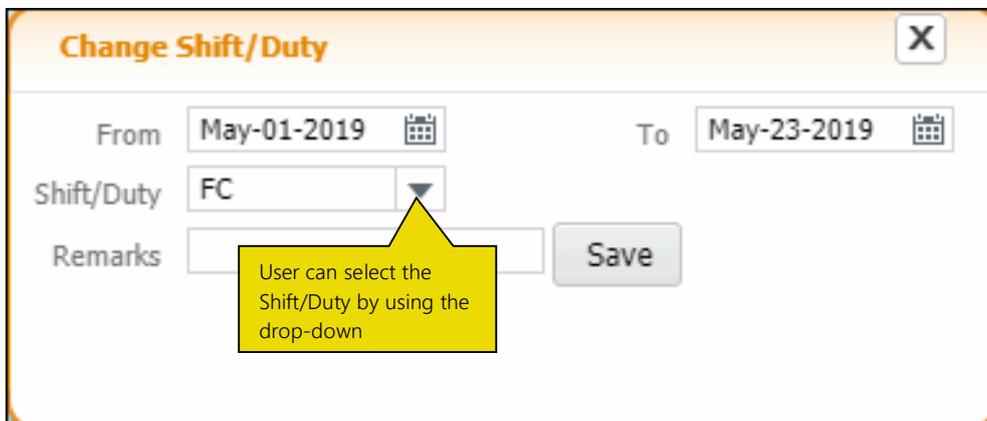


Figure 2.13 Change Shift/Duty pop-up

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