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CM02 - Crew Manager Tracking Refresher Training

- **Introduction and Data Explorer:**
  - Creating a Role in Crew Manager
  - Data Explorer set up

- **Admin Panel and Integration:**
  - Admin Panel
  - Background Processes
  - Console Logs
  - MM Integration (XML4Ops)
  - Message Log Viewer
  - APIS Messages
  - MCL
  - Crew Complements Settings Editor

- **Introduction to Roster View:**
  - User Options
  - Navigating to other windows
  - Roster View
    - Unassigned Legs Pane
    - Unassigned Flight legs Filtering and searches
    - Open Legs Sorting and Grouping
    - Assigning activities between layover
    - Frequency Creation

- **Toolbox and Crew Explorer:**
  - Roster View (Continued)
    - Unassigned Pairing Filtering and searches
    - Open Pairings Sorting and Grouping
    - Complement
    - Pairing Attributes
    - Comment on pairing
  - Crew Explorer
    - Adding a New Crew in Crew Manager
    - Qualifications
    - Updating Termination/Resignation
    - Staff Number change

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- **Using Roster View:**
  - Roster View (Continued)
    - Load Crew Roster
    - Changing Duty Sector codes
    - Pairing assignment Lock
    - Rostered Pairing attributes
    - Filter, searches, Sorting and Grouping
    - Assigning NFA to Multiple Crew
    - Replicating Non-Flying assignments
    - Adding a dead head activity
    - DHD to operating and vice versa.
    - Using Batch Pairing Editor
    - Using Standby Callout

- **Notifications and Flight Schedule View:**
  - Managing Notifications
    - Overview
    - Opening notifications from Roster View
    - Opening Notifications from Toolbar
    - Filtering Notifications
    - View Pending Notifications
    - Notification Details Roster View (Continued)
  - Roster View (Continued)
    - Modifying Crew Complements
    - Flight Schedule View

- **Statistics, Roster History and Flight Training:**
  - Roster View (Continued)
    - Detailed Crew Roster Statistics
    - Crew hour Statistics
    - Viewing Roster Line History
    - Adjusting Minimum Rest
    - Pairing Building Algorithm
    - Flight Training
    - Flight Requirement setup
    - Flight Requirement Rule

- **Alerts module:**
  - Managing Alerts (Continued)
    - Monitoring and responding to Alerts
    - Viewing Alerts
    - Filtering and Grouping Alerts
    - Using Active Filters
    - Sorting Alerts
    - Delete and Snooze alerts
    - Searching for Alerts
    - Active filter on Roster View
    - Alerts in Roster View

- **Searches and Desk Filter:**
  - Search in modules (Roster View)

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- o Search in other modules
- o Smart Search (Roster View)
- o Desk Definition module

- **Reports, Broadcast, Hotel and Delete:**
  - o Reports
  - o Message Broadcast
  - o Hotel Manager
  - o Global Delete