

Duty file specification

This document shows you a list of columns that the duty file (CSV and XLSX formats) can contain. The file can contain duties (one per row) for multiple schedules. You can see the mandatory columns together with the optional columns in the table below. See [Where to get formats](#) to learn how to download an example duty file.

ColumnName (⁺ required)	Format	Description
Reference ⁺	Text	A free-text property usually used to indicate a staff. Use staff's name or ID.
OnDutyDate ⁺	Date (DD/MM/YYYY)	The duty start date.
OnDutyTime ⁺	Time (hh:mm)	The duty start time.
OffDutyDate ⁺	Date (DD/MM/YYYY)	The duty end date.
OffDutyTime ⁺	Time (hh:mm)	The duty end time.
SleepClass	Number (1-5)	Send • 1 for Class 1 - Bunk • 2 for Class 2 - Reclining seat with back angle > 40 degrees • 3 for Class 3 - Reclining seat with back angle < 40 degrees • 4 for Class 4 - Upright chair
FirstRestStartDate	Date (DD/MM/YYYY)	The date on which the pilot or the crew member started their first rest.

FirstRestStartTime	Time (hh:mm)	The time at which the pilot or the crew member started their first rest.
FirstRestEndDate	Date (DD/MM/YYYY)	The date on which the pilot or the crew member ended their first rest.
FirstRestEndTime	Time (hh:mm)	The time at which the pilot or the crew member ended their first rest.
SecondRestStartDate	Date (DD/MM/YYYY)	The date on which the pilot or the crew member started their second rest.
SecondRestStartTime	Time (hh:mm)	The time at which the pilot or the crew member started their second rest.
SecondRestEndDate	Date (DD/MM/YYYY)	The date on which the pilot or the crew member ended their second rest.
SecondRestEndTime	Time (hh:mm)	The time at which the pilot or the crew member ended their second rest.
JobWorkload	Number (1-2)	See Job workload and job attention to learn more. The default value is 2. Send one of the following job workload types for the staff. • 1 for Extremely undemanding, lots of spare capacity • 2 for Moderately undemanding, some spare capacity • 3 for Moderately demanding, little spare capacity

		4 for Extremely demanding, no spare capacity
JobAttention	Number	See Job workload and job attention to learn more. The default value is 1. Send one of the following. 1 for Rarely or none of the time 2 for Some of the time 3 for Most of the time 4 for All or nearly all of the time
BreakFrequency (in minutes)	Number	The frequency at which the rest/break is provided to or taken by the staff. Send the duration between last break taken by the staff. The default value is 180.
BreakAverageLength (in minutes)	Number	The average length of typical breaks provided to or taken by staff. The default value is 5.
LongestWorkPeriod (in minutes)	Number	The longest continuous period the staff worked before taking a break. The default value is 360.
BreakLengthAfterLongestWorkPeriod (in minutes)	Number	The average length of typical breaks provided to or taken by staff after the longest continuous work period. The default value is 30.
DutyType	Number (1-3)	The type of duty. The default value is 1. Send 1 for Active duty 2 for On call duty

Commute (in minutes)	Number	The time taken to commute to the duty. Default value is 60.
PrepTime (in minutes)	Number	The time taken for staff to prepare. Default value is 60.