

Activity file specification

This document shows you a list of columns that the activity file (CSV and XLSX formats) can contain. The file can contain activities (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 activity file.

ColumnName (⁺ required)	Format	Description
Reference ⁺	Text	A free-text field usually used to indicate a Activity. Use pilot's name or ID. Ensure that the name of the pilot matches the names in the duty file.
ActivityStartDate ⁺	Date (DD/MM/YYYY)	The activity start date.
ActivityStartTime ⁺	Time (hh:mm)	The activity start time.
ActivityEndDate ⁺	Date (DD/MM/YYYY)	The activity end date.
ActivityEndTime ⁺	Time (hh:mm)	The activity end time.
ActivityType ⁺	Text	Send one of the following • Check in • Flight • Waiting time • Time at hotel • Positioning • Commuting • Simulator duty • Ground duty • Check out

Description ⁺	Text	A free text field to explain the activity.
TimeReference ⁺	Number (0-2)	Send • 0 for UTC • 1 for Base • 2 for Local
StartAirport ⁺	Time (hh:mm)	The airport at which the activity started. Send ICAO, IATA, or FAA airport codes or a combination of these codes.
EndAirport ⁺	Text	The airport at which the activity ended. Send ICAO, IATA, or FAA airport codes or a combination of these codes.
Homebase ⁺	Text	The pilot's or the crew member's home airport. Send ICAO, IATA, or FAA airport codes or a combination of these codes. Default value is Start airport code.