



# Netline Crew/Crewlink Vacation Planning for Norwegian – User Guide

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# CrewLink Home – After Login

NetLine/Crew CrewLink-Education for Norwegian - Google Chrome

vmh-naxnl-cpe1.lsy.fra.dlh.de:8090/crewlink/clApp

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FO/S738 OSL F1T5 **Log Off**

### Crew Information

- Home
- Notification
- Duty Plan
- Daily Accounts
- Personal Accounts
- FT Record
- A/P Familiarization
- Show Crew
- Vacation Planning
- Buddy Rules
- Message to Crew Sched
- Takeoff/Landing
- My Personal Data
- My Home Addresses
- My Contact Addresses
- My Travel Documents
- Change Password

- You will find the Vacation Planning Calendar in the navigation bar.
- Open the Vacation Planning

# Vacation Planner

The screenshot displays a 'Vacation Planning' interface for the year 2017. It features a grid of monthly calendars from January to December. A tooltip is active over the date 23rd of November, providing the following details:

- Capacity informations on 23. November:
  - Penalty points: 10
  - Minimum capacity: 2
  - Maximum capacity: 2
- Vacation Score for current period: 123.333
- Position: 42 / 195
- Vacation requests: 0
- Priority: 1

Below the calendar, the 'Generic Information' section shows a 'Yearly Vacation Claim' of 26 and 'Requested Days' of 18. The 'Overview on Vacations Requested Vacations' section lists three published vacation periods: 26Jun17 - 26Jun17, 27Jun17 - 27Jun17, and 28Jun17 - 28Jun17.

- Tooltip gives information of:
  - Capacity (quotas per day)
  - Points per Day
  - Priority in your Bidding Group
  - Total point score for that Bidding period
  - Your priority in your Bidding group
  - Number of requests on that day
  - Your priority compared to others that have requested the same day

# Vacation Calendar: Functions



00:00 - 00:00 New event

### Vacation Request Details

Requested Period: 16May17 - 25May17  
Movability: Fixed  
Tolerated Period: 16May17 - 25May17  
Priority (0-100): 0 State: Pending  
Submit Date: 15Dec16

Remark

Save Cancel Delete

**Vacation Request**  
State: Pending  
Requested: 2012-08-22 - 2012-08-26  
Tolerated: 2012-08-20 - 2012-08-28  
Movability: Limited

Submit and Refresh Vacation Plan

- Left mouse button
  - creates new vacation request (leave as “Fixed”, do not use “Priority (0-100)”, leave as “0”)
  - moves vacation request
- Right mouse button
  - changes length of vacation request
- Double click
  - opens vacation request details
- Submit and Refresh Vacation Plan
  - **Saves** what you have bid, but does NOT finish and send it

# Vacation Calendar: IMPORTANT!!!

The screenshot shows a calendar grid with dates 14 through 31. A yellow highlight covers the period from May 21st to May 26th. Below the calendar is a 'Vacation Request Details' form with the following fields:

- Requested Period: 16May17 - 25May17
- Movability: Fixed
- Tolerated Period: 16May17 - 25May17
- Priority (0-100): 0
- State: Pending
- Submit Date: 15Dec16

Below the form is a 'Remark' section and a 'Save' button. At the bottom left, a 'Vacation Request' summary box displays:

- State: Pending
- Requested: 2012-08-22 - 2012-08-26
- Tolerated: 2012-08-20 - 2012-08-28
- Movability: Limited

At the bottom center is a button labeled 'Submit and Refresh Vacation Plan'. A red arrow points from the text 'Please Remember to Submit and Refresh for your request to be saved' to this button.

- When bidding full periods, please **DRAG** the tooltip over the days you want to bid
- **DO NOT click one by one day** - if you do that, your request will be treated as «Single Day requests» by the system
- If you use the Calendar, you can enter the days to cover the entire period, and Netline will recognize your request as a Full Period
- **Please Remember to Submit and Refresh for your request to be saved**

# Vacation Planner: Functions

The screenshot displays a vacation planning interface with three monthly calendars: November, December, and January. Below the calendars is a legend for request types and a navigation bar.

November							December							January						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		01	02	03	04	05					01	02	03	01	02	03	04	05	06	07
06	07	08	09	10	11	12	04	05	06	07	08	09	10	08	09	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

Legend:

- Assigned Request (Blue)
- Published Request (Green)
- Pending Request (editable) (Yellow)
- Pending Request (non-editable) (Orange)
- Public Holiday (Light Green)
- Preassigned Event (Orange)
- Preassigned Off (Pink)
- Assigned Vacation (Light Blue)

Buttons: Submit and Refresh Vacation P, Finish Bidding in Current Phase

Navigation: Generic Information, Overview on Vacations, Violations

- Finish Bidding in Current Phase
  - You have **finished** and want to **send** in your bids
  - This action will **CLOSE** your bidding, and you can make **NO** more changes.
  - Please contact Pilot/Cabinrequest if you have closed it by mistake, and we will reopen it for you

# Vacation Planning

NetLine/Crew CrewLink-Test for Norwegian - Mozilla Firefox

vmh-naxnl-cpt1.lsy.fra.dlh.de:8090/crewlink/ciApp

**Crew Information**

Home  
Notification  
Duty Plan  
Daily Accounts  
Personal Accounts  
FT Record  
A/P Familiarization  
Show Crew  
Preferences  
Vacation Planning  
Buddy Rules  
Absence Self Planning  
Takeoff/Landing  
My Personal Data  
My Home Addresses  
My Contact Addresses  
My Travel Documents  
Change Password

**Vacation Planning**

Year 2017

January February March April  
May June July August  
September October November December

**Vacation Request**

State: Pending  
Requested: 22May17 - 31May17  
Tolerated: 22May17 - 31May17  
Movability: Fixed

Submit and Refresh Vacation Plan  
Finish Bidding in Current Phase

Legend:  
Pending Request (editable) - Yellow  
Pending Request (non-editable) - Orange  
Assigned Request - Green  
Published Request - Blue  
Public Holiday - Light Green  
Preassigned Event - Light Blue  
Preassigned Off - Light Purple  
Assigned Vacation - Light Cyan

**Generic Information**

Yearly Vacation Claim: 30  
Backlog: 0  
Requested Days: 10  
Assigned Vacations: 7  
Vacation Year: 01 Jan 17 - 31 Dec 17

**Overview on Vacations**

Requested Vacations: 22May17 - 31May17 Pending  
Assigned Vacations: 21Mar16 - 27Mar16

**Violations**

No violation detected.

Pre-assigned DO with granted VAC

Vacation request as seen while bidding is open

# Awarding of Vacation

- All crew are divided into Bidding Groups based on Base, Rank and Aircraft
- Each Bidding Group have their own daily capacity (quotas)
- Vacation is awarded (granted) by priority
- You can see your priority (position) in your Bidding Group here:

## Day Info

*Capacity informations on 16. July:*

Penalty points: 70

Minimum capacity: 16

Maximum capacity: 16

Vacation Score for current period: 840

Penalty points in 2018/P2: 1120

Penalty points in 2017/P2: 1050

Penalty points in 2016/P2: 350

**Position: 220 / 222**

Vacation requests: 0

Priority: 1

# Fairness Principle

- Crewlink Vacation Planning is a point-based vacation system ensuring fairness in distribution of attractive Vacation periods
- Your bid will be prioritized according to your average point value from the last 3 years of this bidding period (new employees will be given points to place them in the back of the «queue»)

Day Info
Capacity informations on 16. July:
Penalty points: 70
Minimum capacity: 16
Maximum capacity: 16
Vacation Score for current period: 840
Penalty points in 2018/P2: 1120
Penalty points in 2017/P2: 1050
Penalty points in 2016/P2: 350
Position: 220 / 222
Vacation requests: 0
Priority: 1

## NB!

- During the **first opening** of Crewlink Bidding you can bid **Full periods**
- For FD only: The Bidding will be opened for the 30% from each base with the best priority
- For FD only: When this group is closed, the remaining 70% can bid
- During the **second opening** you can bid **Single Days**
- **Please see deadlines in the Opening Mail**

# Fairness Principle

- Every day in the year has been given a point value
- «Attractive» days, like Christmas, Easter and high production periods (summer) etc., have been given a high point value, they are «Expensive» days
- You have been given an average point score, calculated from the last 3 years for all 3 Bidding periods throughout the year
- If you have not been employed for that long, we have given you a high point score reflecting that
- The lower point score you have, the better position you will have in the Bidding
- Netline vacation Bidding will prioritize full blocks of Vacation over single days, even if you have a low point score
- If you bid «Cheap» days for 1 or 2 years, you will be in a good position to get your preferred Vacation year 3
- The 3 bidding periods are «stand alone», meaning that a «good» summer Vacation does not affect your priority in the other 2 bidding periods in a bidding Year, and vice versa.

# Awarded (granted) Vacation

A request that is not granted will be displayed as green mark only

If a Vacation request is granted, it will be displayed as a green mark (request) with a blue mark (VAC)



Pending Request (editable) ■ Assigned Request ■ Public Holiday ■  
 Pending Request (non-editable) ■ Published Request ■ Preassigned Event ■  
■ Preassigned Off ■  
■ Assigned Vacation

Generic Information			Overview on Vacations			Violations		
Yearly Vacation Claim:	26	Backlog: 0	<b>Requested Vacations</b>			No violation detected.		
Requested Days:	13	Assigned Vacations: 5	25Mar17 - 26Mar17 Published					
			23Mar17 - 24Mar17 Published					
			27Mar17 - 27Mar17 Published					

# Awarded (granted) Vacation (CPH base only due to different Vacation year)

Granted Vacation will be displayed as blue mark with grey request mark

**Generic Information**

Yearly Vacation Claim:	30	Backlog:	0
Requested Days:	4	Assigned Vacations:	6

**Overview on Vacations**

**Requested Vacations**  
1.3Jul17 - 16Jul17 Assigned

**Assigned Vacations**  
0.3Apr16 - 07Apr16

**Violations**

- 01Jan17 Less (4) than 7 requested vacation days.

Not granted Vacation will be displayed as grey request mark only

# Good Luck with Your Bidding!

→ Please feel free to contact us if you need help:

→ [pilotrequest@norwegian.com](mailto:pilotrequest@norwegian.com)

→ [cabinrequest@norwegian.com](mailto:cabinrequest@norwegian.com)

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