

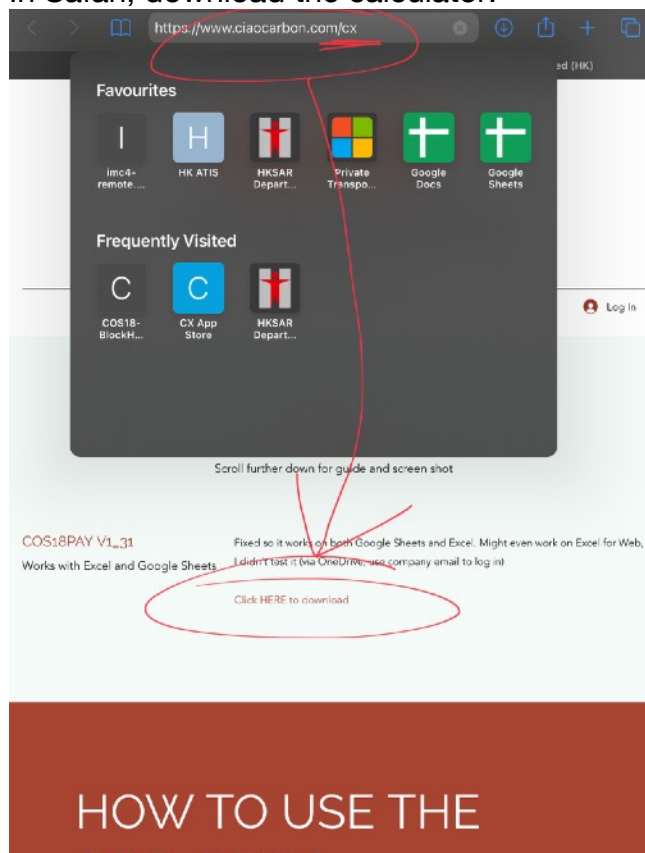
COS18PAY GUIDE

(V1_31 12 FEB 2021)

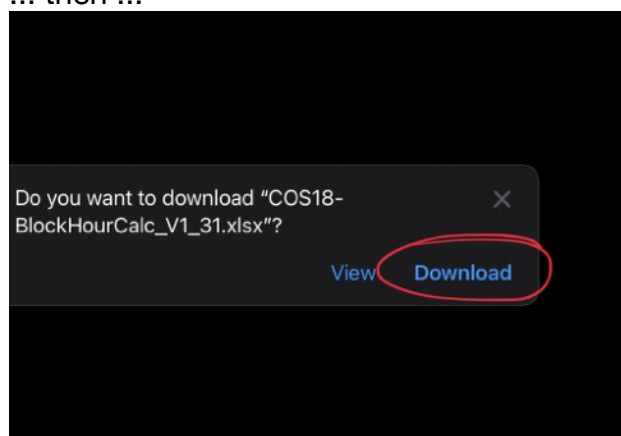
First time using the COS18PAY calculator. Once set up, subsequent calculations will be much simpler and faster.

All you need is your company iPad. There are other ways to do this, ie from PC or Mac, in Excel or via the web browser. This guide is based on using company iPad only, because everyone should have that option. If you do use other methods, the process will obviously vary.

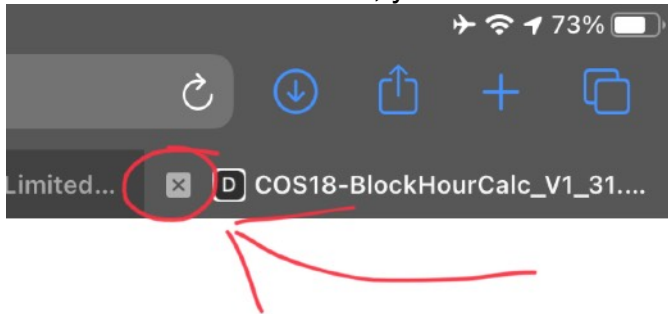
In Safari, download the calculator:



... then ...



... and after the download, you can close the tab that opened:



Send your roster to an email you can access from your iPad:

[CrewDirect](#) > [Roster Enquiry](#) > Real Time Roster

Real Time Roster

Select Month for Display: Choose a Roster month ▾ [Roster Duty Codes](#) [CFD](#) [Simulator Roster Decodes](#)

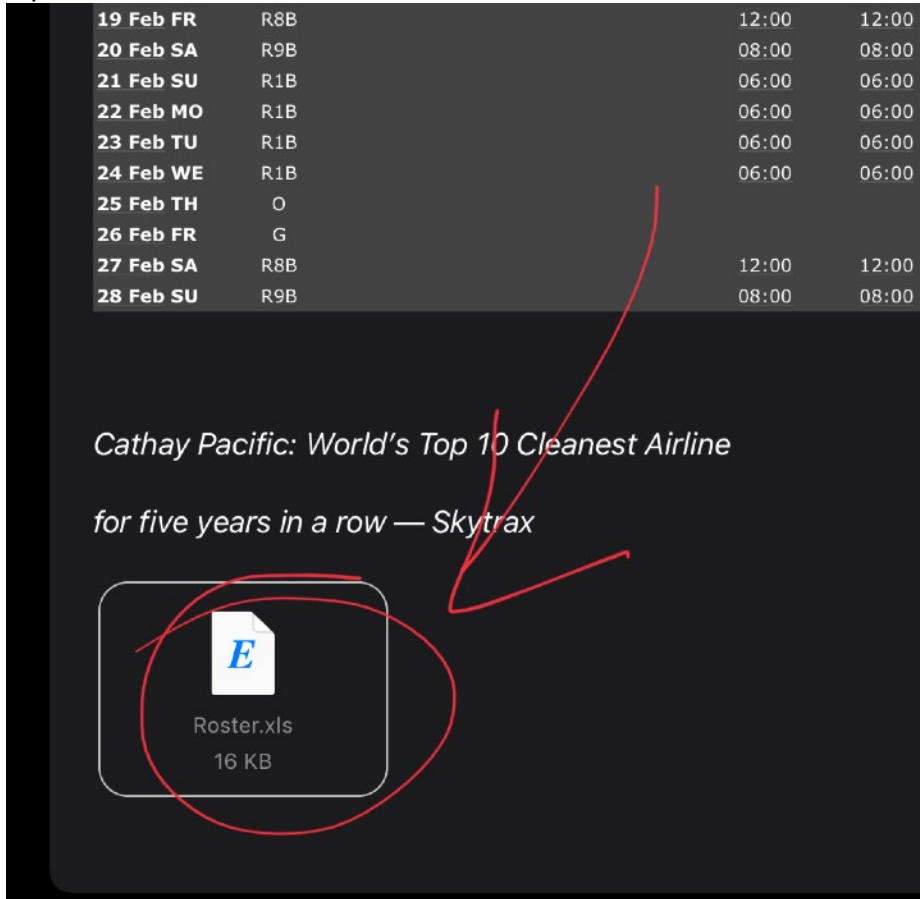
Notification ☐

Email to:

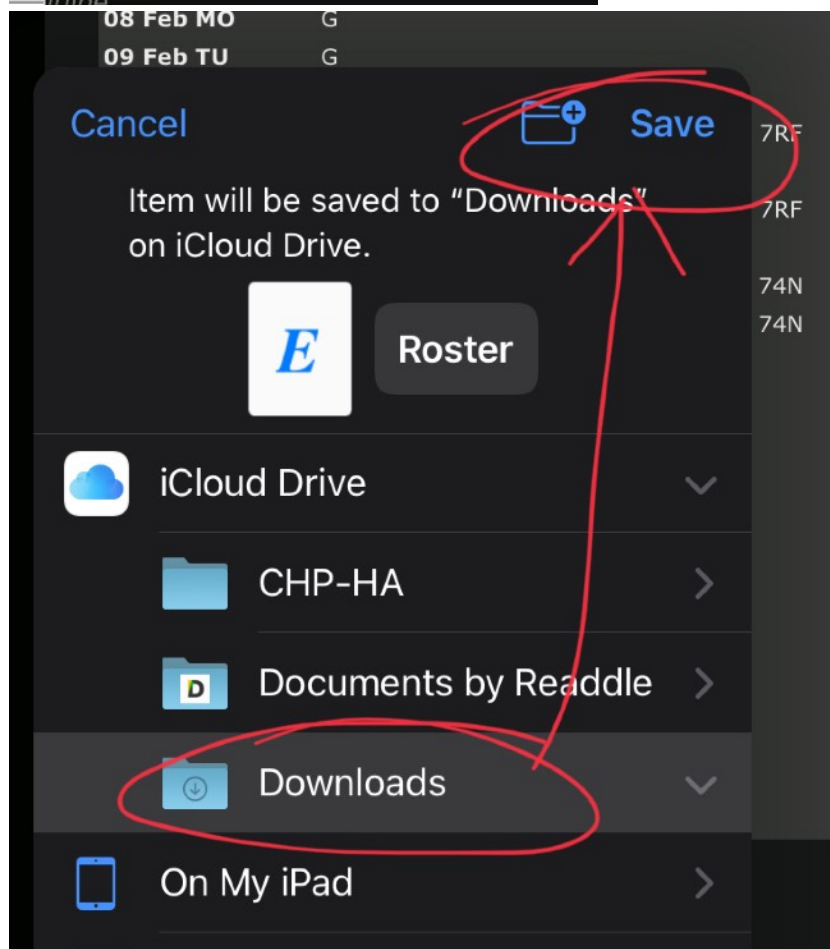
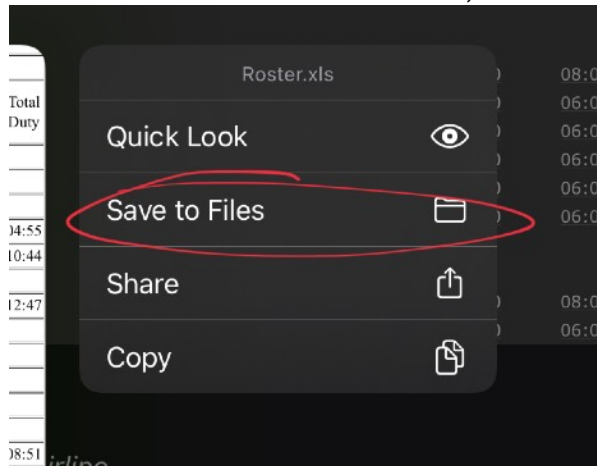
(To send to multiple recipients, use a comma(,) to separate the email addresses.)

Date	Flight / Duty	Sector	Special Duty	Aircraft	Duty Start	Departure Time	Arrival Time	Dut
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Open the email, and find the Excel attachment below the roster:

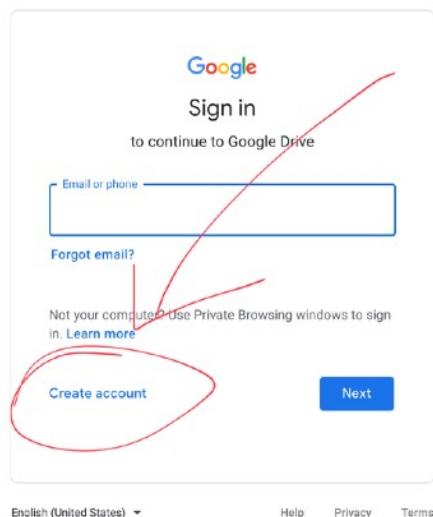
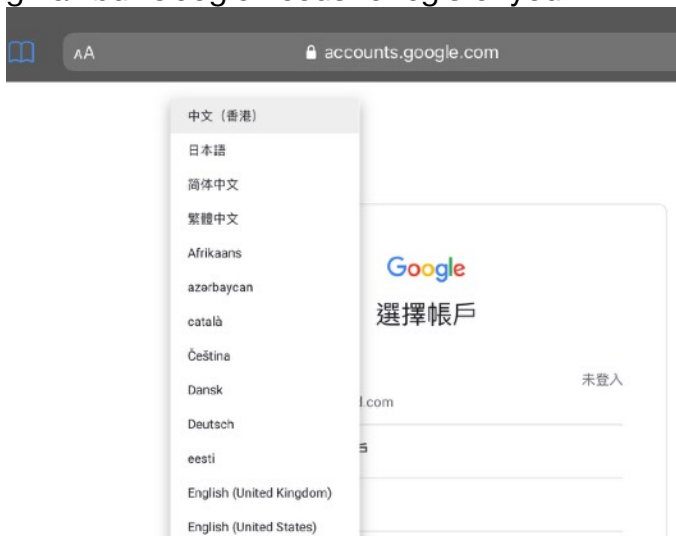


Click and HOLD the attachment, then save it:

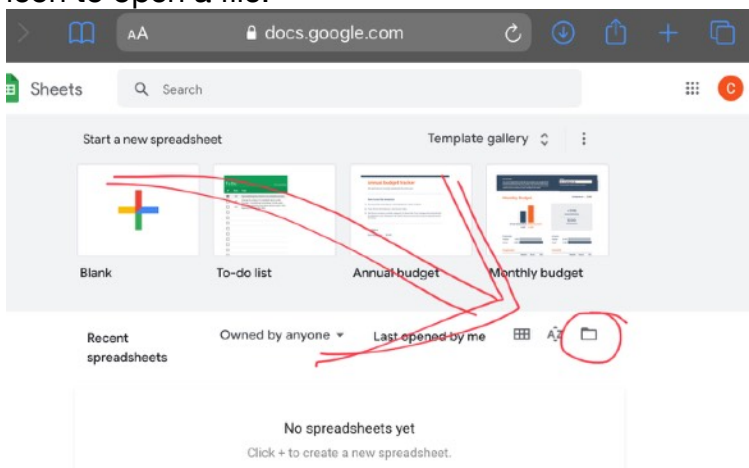


Go back to safari, to sheets.google.com

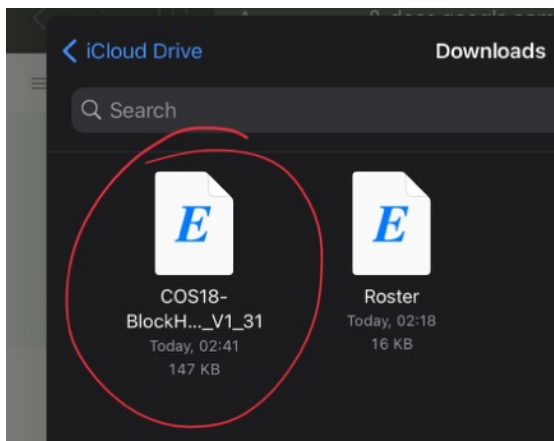
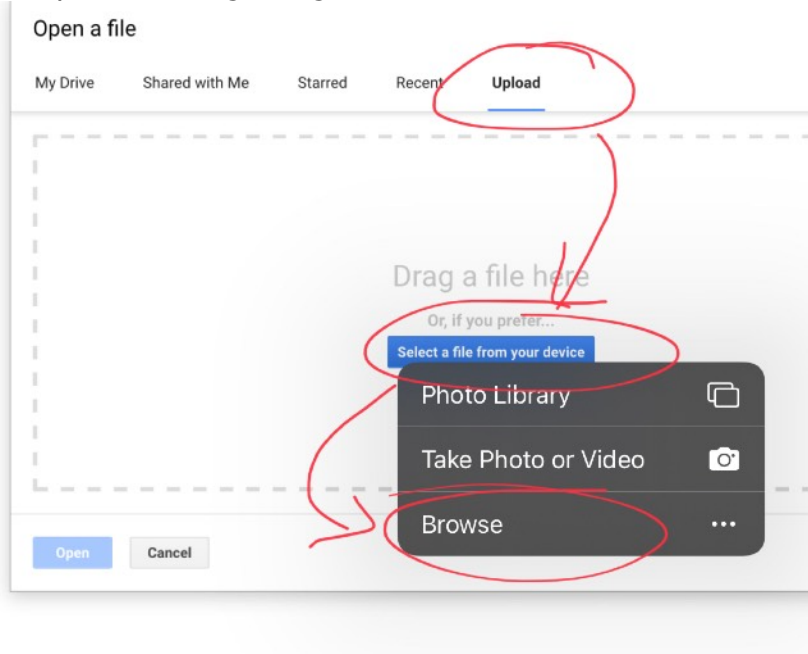
Log in with an email registered with google. If not, create a login. It doesn't have to be a gmail but Google needs to register you:



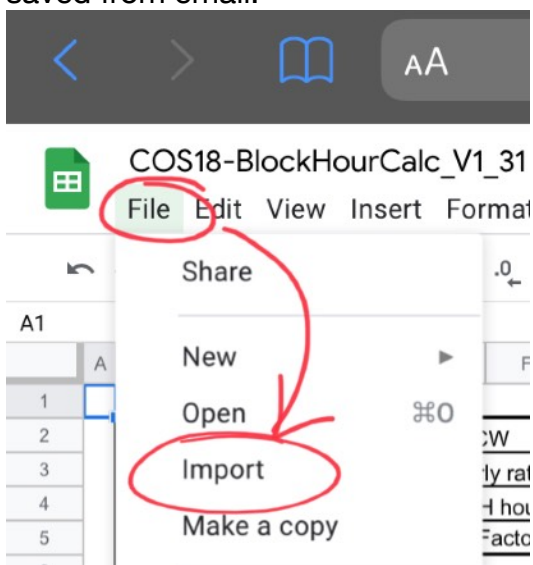
After you are logged in, sheets.google.com should look similar to this, so select the folder icon to open a file:

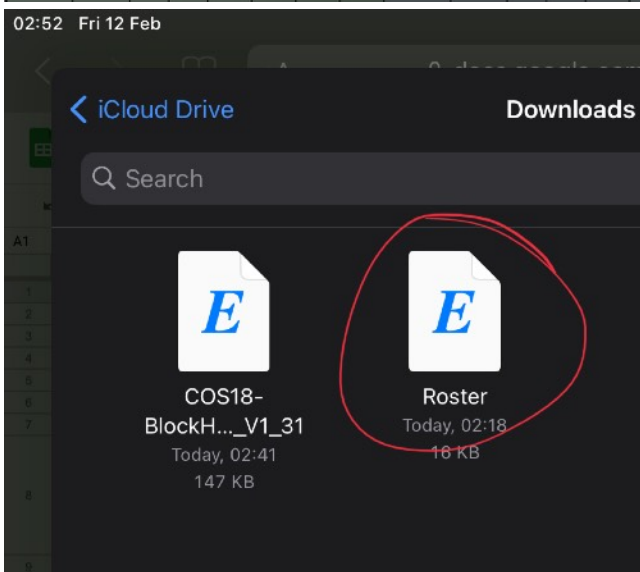
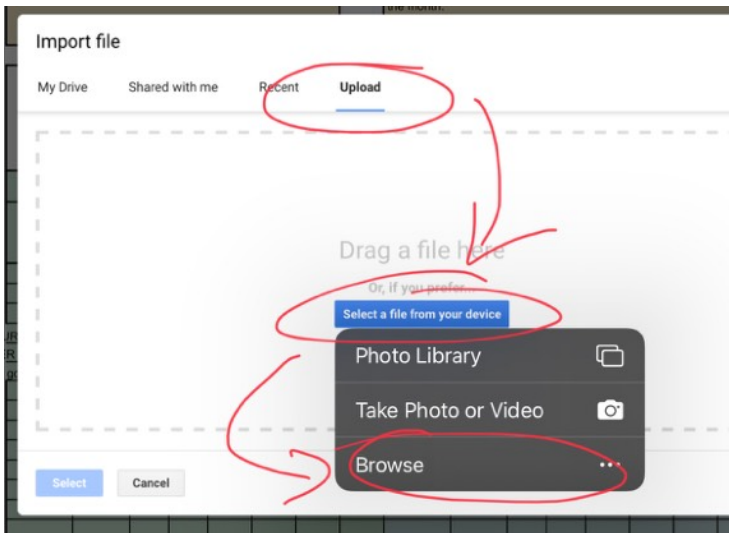


Your files should be in the iCloud downloads folder. If not, browse your iPad files or repeat the steps in the beginning.

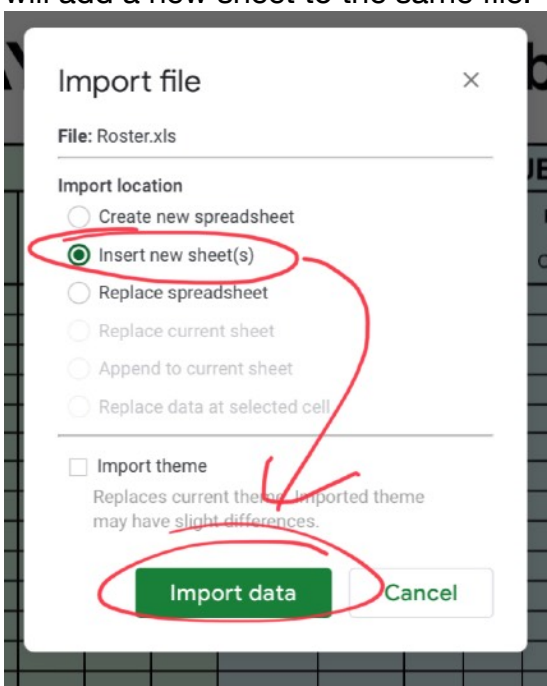


After you have opened the COS18PAY calculator, you need to import the roster you just saved from email:

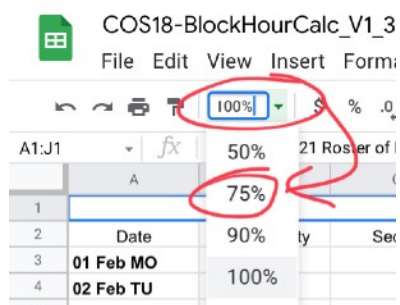




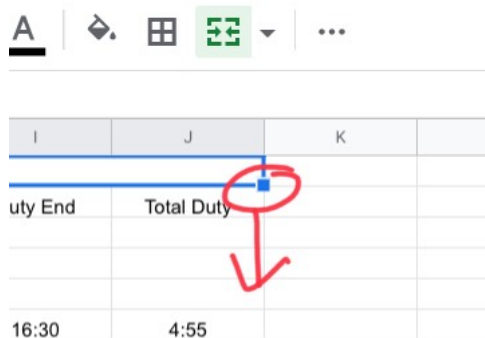
It's important you select "Insert new sheet(s)", otherwise you can't copy and paste. This will add a new sheet to the same file:



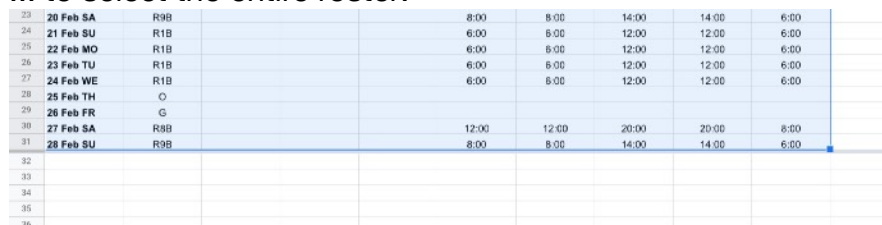
Set the zoom so you can see all the data, normally 75%:



This one can be tricky: You need to hold and drag this tiny dot ...

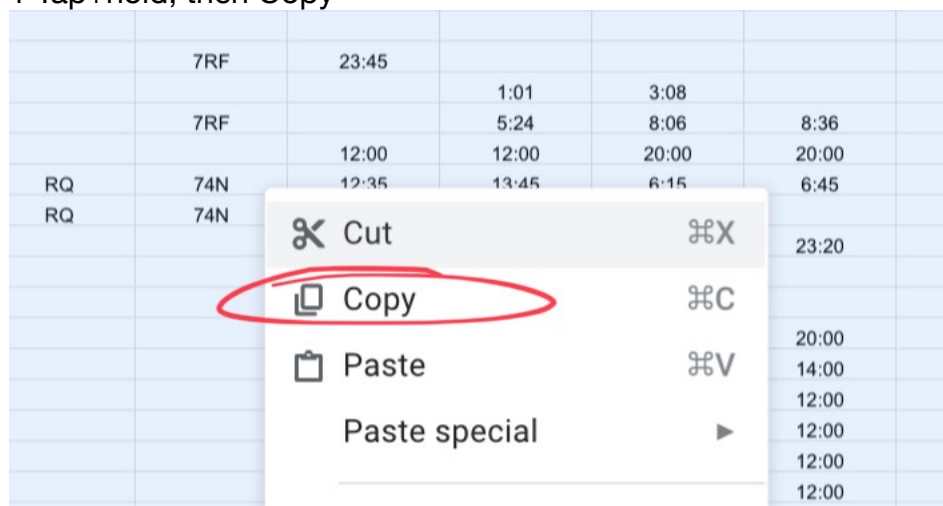


... to select the entire roster:

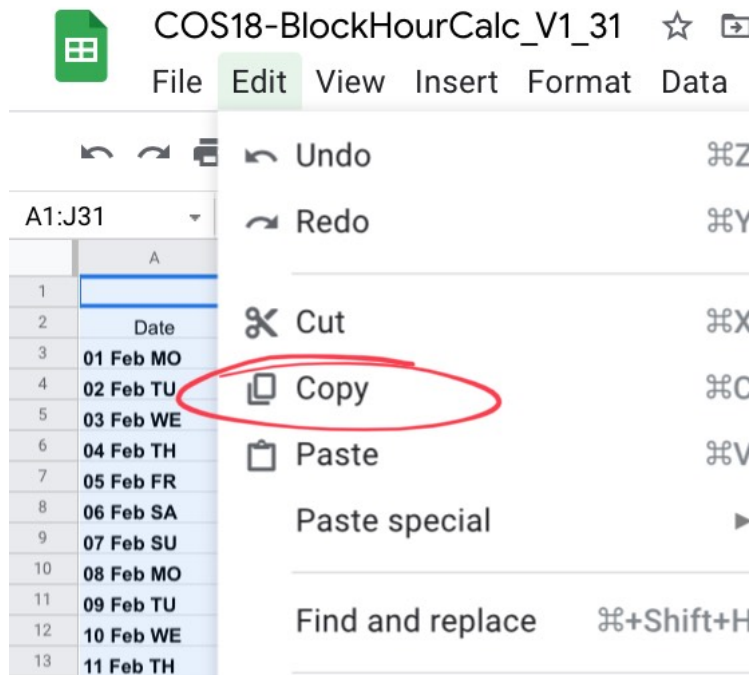


Two ways to copy it:

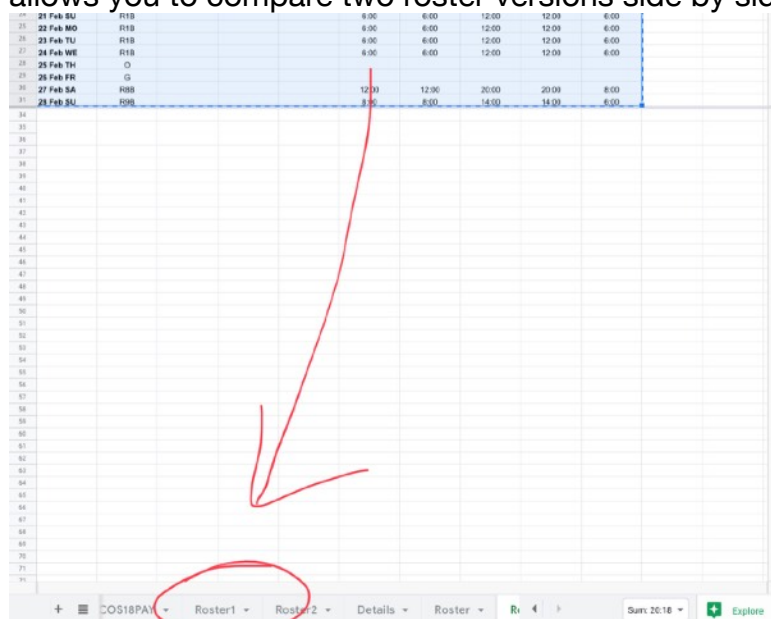
1 Tap+hold, then Copy



OR Edit-> Copy

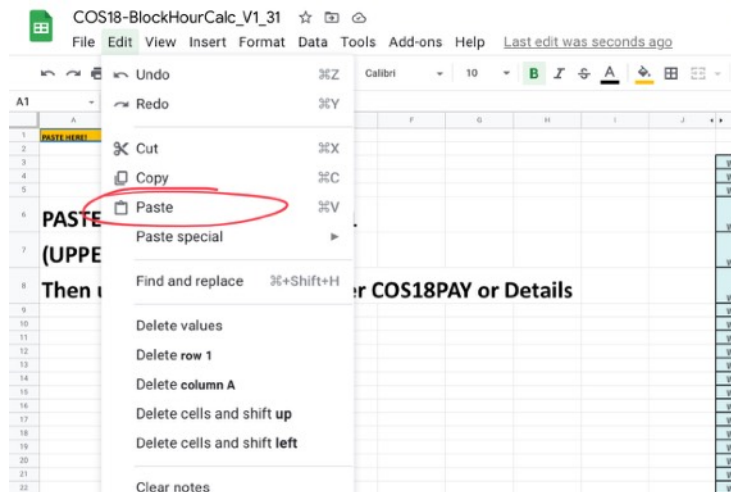


Without selecting any other cells, select either Roster1 or Roster2 at the bottom. This allows you to compare two roster versions side by side:

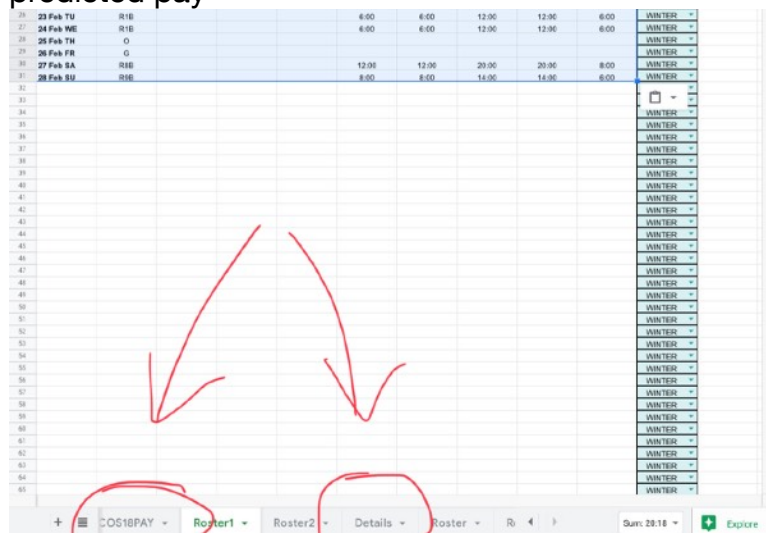


Make sure the A1 cell is selected, if not, select it. Also, ensure that exactly columns A to J are selected, otherwise it won't work.

Then Edit> Paste:



After pasting, select summer/winter time zones as needed. If you need to change it, you can copy-paste, no need to select and change it for each line. When summer/winter is correct, you can see either the COS18PAY or Details tab for info about hours and predicted pay



On the COS18PAY sheet, adjust the GREEN CELLS at the top left, for your rank and benefit details.

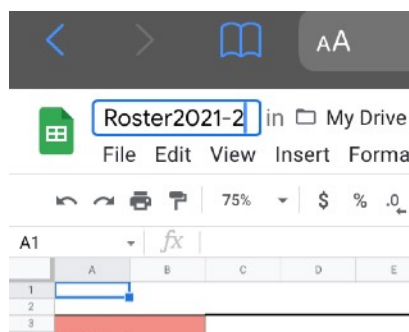
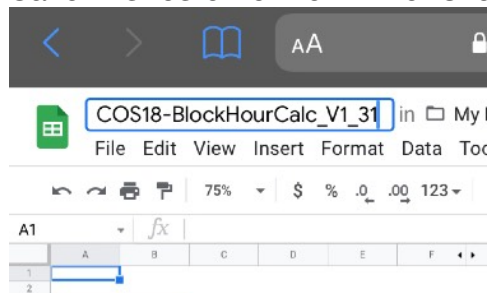
The predicted pay for each roster is shown at the top. The numbers after the pay are OPT and PX ...

	A	B	C	D	E	F	G	H	I
1									
2		Basic Salar	31,384	CW		1,500.00			
3		MPF	0.00	Hourly rate		815.15			
4		Allowance	14,000.00	MMBH hours		35.00			
5		Children	0.00	PX Factor		0.25			
6		Benefits	0.00						
7		Basic Total	45,384						
8		Updated versions will be available on www.ciaocarbon.com/CX							
9									
10		COS18PAY V1_31							
11									
12									
13									
14									
15		February 2021: 54,228 HKD (45.85 / 0.00)							
16		Date	Flight/Duty	From	To	OPT CW	PX BLK X:XX	OFF BLK X:XX	ON BLK X:XX
17		01 Feb MO	G						
18		02 Feb TU	G						
19		03 Feb WE	G						
20		04 Feb TH	ABB						
21		05 Feb FR	90	HKG	ANC	OPT	23:45	15:59	-7
22		06 Feb SA	87	ANC	HKG	OPT	18:19	22:17	7
23		07 Feb SU							

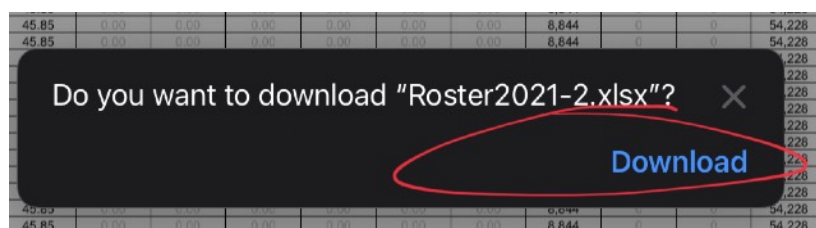
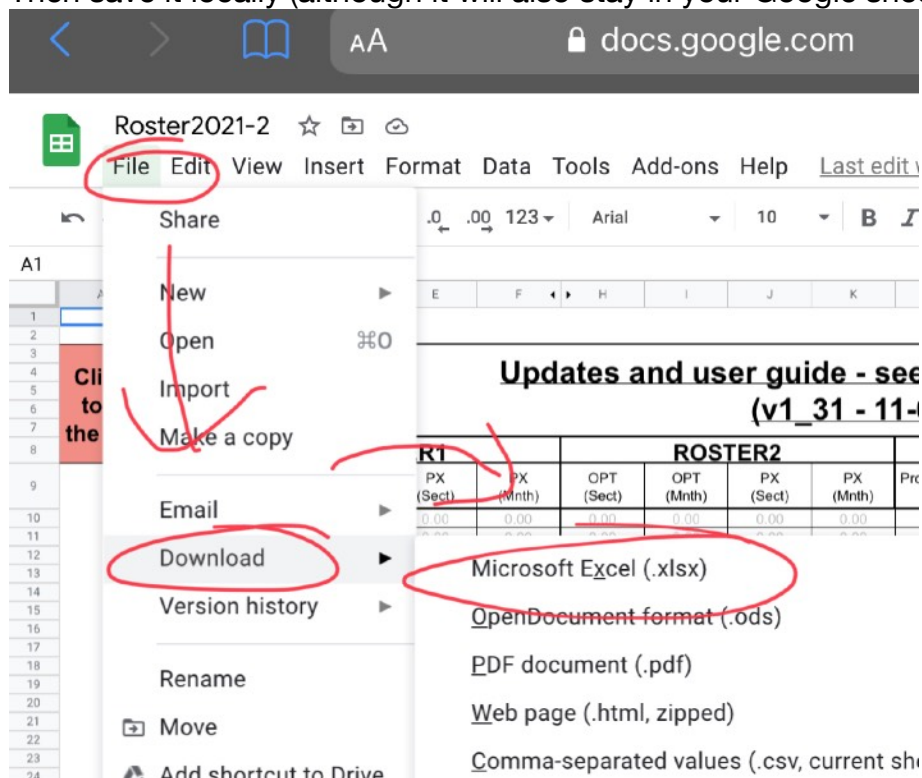
... and there are more details in the ... Details tab (where else?)

	A1					
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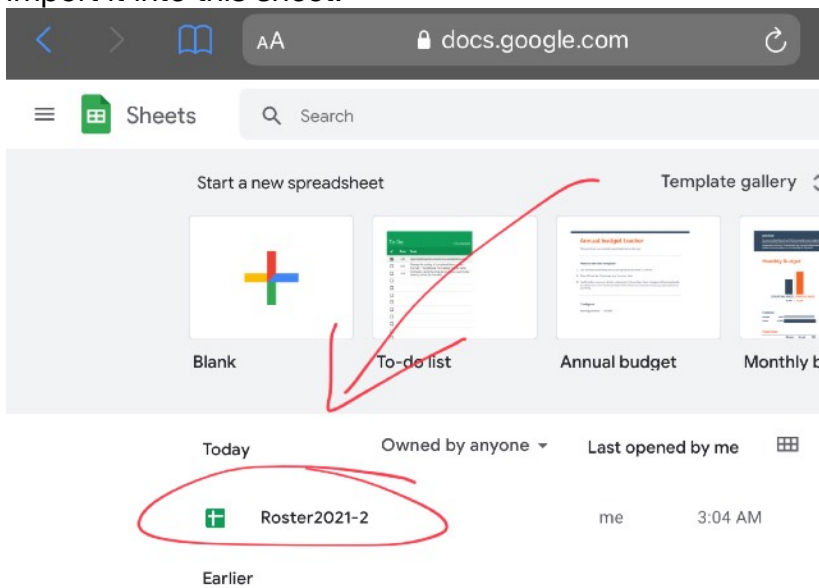
Save this roster for next time. Click the title to rename it:



Then save it locally (although it will also stay in your Google sheets on the web):



Next time you get a roster change (because you know you will get another change), or after a flight when the actual block hours are registered, email yourself a new roster and import it into this sheet.



For the following month, duplicate the sheet and call it something else, then paste your new roster on top of the old one.

There are a few known limitations and possibly some bugs I haven't found yet. Please report back to me, CRWKCL. If you DO have feedback or questions, please include enough details so I can see the issues. Screen shots and an email of your roster would be helpful.

Known limitations:

1. The COS18PAY calculator will not (yet?) filter out flights that exceed the current month. I'll do that some other time but for now, I'm V 1_31, if your flights spill over or under the month, you must determine HK midnight on the first and last date, and correct the tabs Roster1/Roster2 accordingly.
2. Some lesser used airports are not in my list of time zones. If you end up flying HKG-MRI then simply change MRI to ANC (some airport in the same time zone), and let me know what's missing, then I will add it later. If the hours won't calculate at all, it's likely that one of the airports you flew to isn't in my list - then just do as described.

I am happy to do this free of charge but as such, requests for new features will be subject to how important the changes are, and the amount of spare time I don't have!

- End of guide -