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## Air New Zealand Roster Extractor Instructions

### Minimum Requirements:

- Microsoft Excel (any version) with macros enabled
- Adobe reader greater than version 7 (current version is 9)

There are three parts to converting a roster to a format suitable for calendar applications such as for use by mobile phones and Microsoft Outlook Calendar.

1. Save the PDF file as a text document
2. Import the text file into Excel
3. Import the document into a calendar.

### 1. Save the Roster as a text document

Open your roster in the Adobe reader.

Select File -> Save As Text.

Ensure you remember where you saved this text file. If the importing has not gone correctly check that the text document looks something like:

```
Name: HARRINGTON MATTHEW ( 92234 ) Operational Roster: 8/2009 Printed on 21-JUL-09 06:14 Page 1 of 2Rank: F/O B737Base: AKL Approved by the

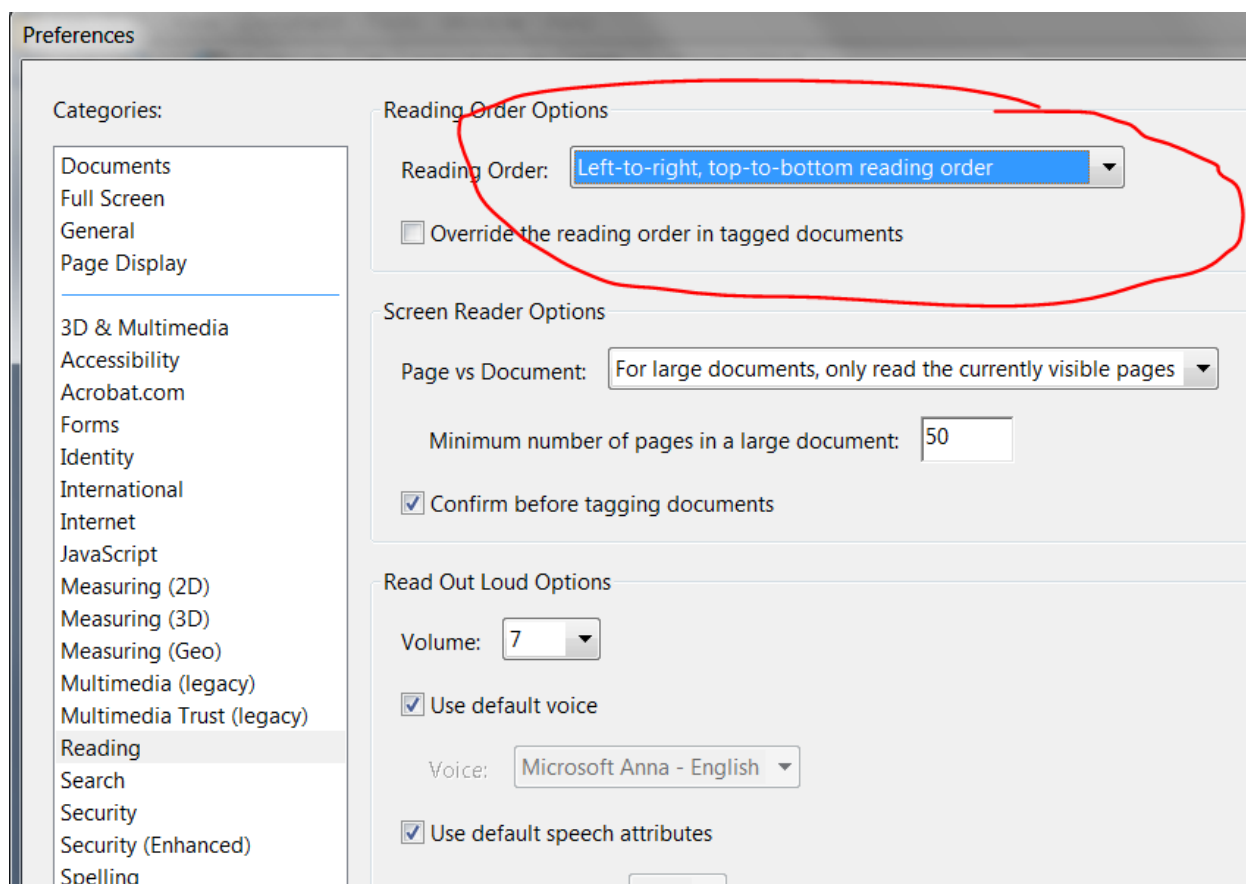
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|NZ |LOCAL | | |HOTEL | | |FLIGHT|DUTY |O/N |UTC | |NOTES/ | |
|DATE |DATE |DUTY |ACTIVITY|ROLE|SECTOR |PICKUP|REP/FIN |ETD |ETA |TIME |TIME |CITY|DEV |DEA|TRAININGS |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|Mon-13Jul|Mon-13Jul|ZQN2972|IFSR | | |0600/ | | | | | | | | | | | | | | |
|NZ303 |F/O |AKL |CHC | / |0656|0818 |1:22| | | | | | | | | | | | | |
|NZ627 |F/O |CHC |ZQN | / |0909|0958 |0:49| | | | | | | | | | | | | |
|NZ636 |F/O |ZQN |CHC | / |1030|1116 |0:46| | | | | | | | | | | | | |
|M | | | | | | | | | | | | | | | | | | | |
|NZ526 |F/O |CHC |AKL | /1423|1254|1408|1:14|8:23| | | | | | | | | |
|Tue-14Jul|Tue-14Jul| |MOF | | |0000|2359| | | | | | | | | | | | | |
|Wed-15Jul|Wed-15Jul|SIM-5 |M | | |1710/ |1710| | | | | | | | | | | | | |
|PSB | | | | | | | | | | | | | | | | | | | |
|SIM | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
|SDB | | | | | | | | | | | | | | | | | | | |
|Venue:B733 Simulator |
|T-3RNT:RNP SIM ADVAN. Ins MORGAN |
|/2310:2240| | |6:00| | | | | | | | | | | | | |
|Thu-16Jul|Thu-16Jul| |MOF | | |0000|2359| | | | | | | | | | | | |
```

There are some traps that Adobe reader cannot cope with when saving the document as text.



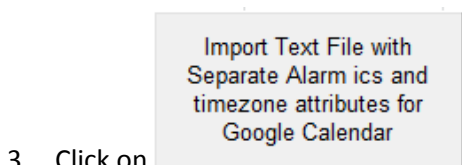
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1. There is an issue if the “left to right” reading setting in Adobe reader plays up. If the text document doesn’t look like the one above, set the following in Adobe reader – EDIT -> PREFERENCES -> READING to Left-to-Right, Top-to-bottom order:



## 2. Import the text file into Excel

1. Open the Excel file attached to this document
2. On the Home worksheet enter your reminder options. This will set a reminder to alert you a set number of minutes prior to your sign on or transport time.



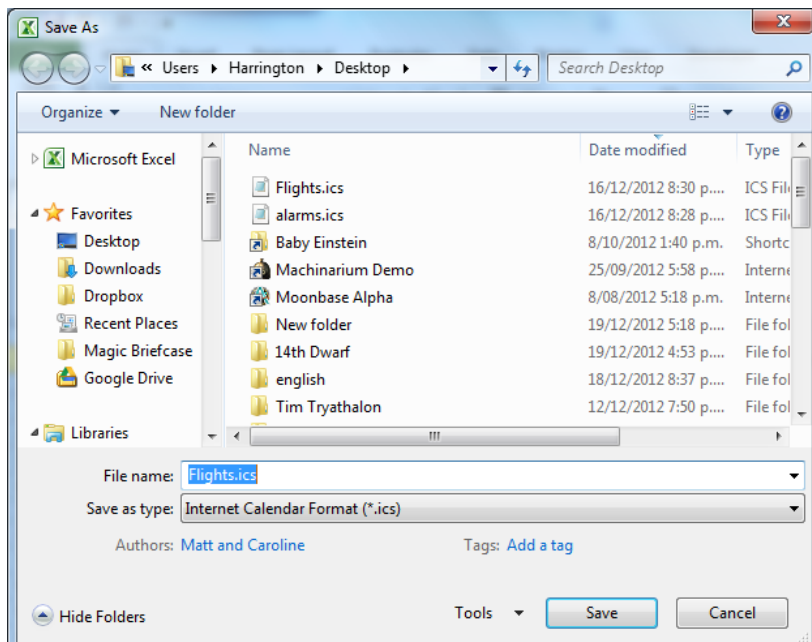
3. Click on



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The roster extractor will import the text file you saved earlier and create a calendar file in the folder of your choosing.

The Roster Extractor will then ask you to save an ICS file called Flights. Choose a folder to save it into:

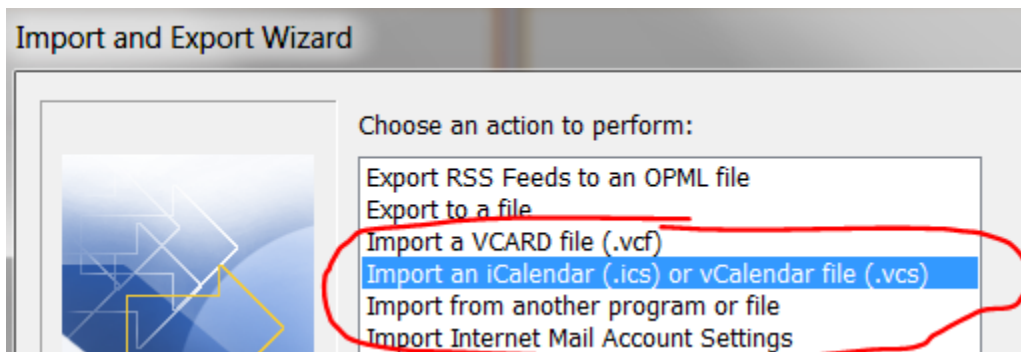


It will also save a calendar file called "Alarms.ics". This file contains the alarms for all your duties.

### 3. Import the document into an Outlook calendar (see below for Google Calendar Instructions)

You can double click the file export.ics to view the appointments. To import into your calendar in outlook:

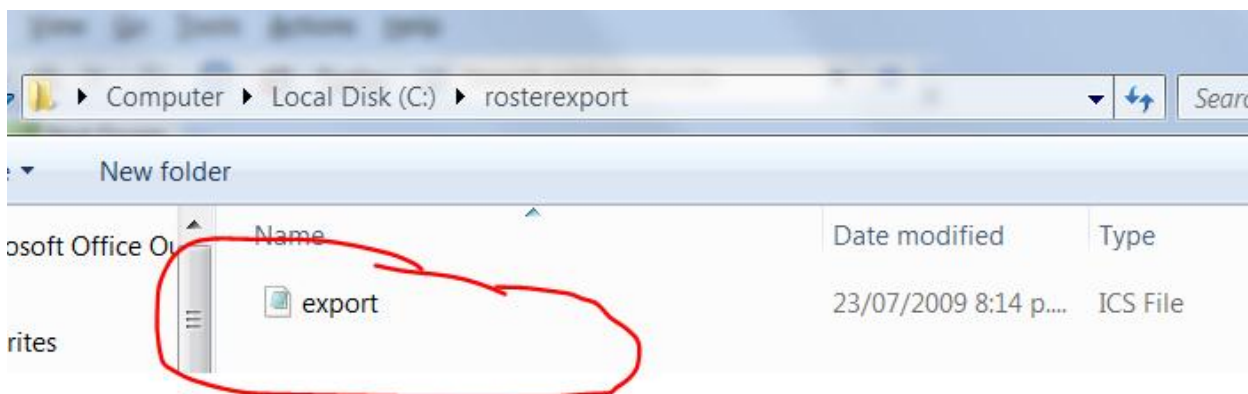
1. Open Outlook.
2. Select Import and Export
3. Select Import an iCalendar from the menu:



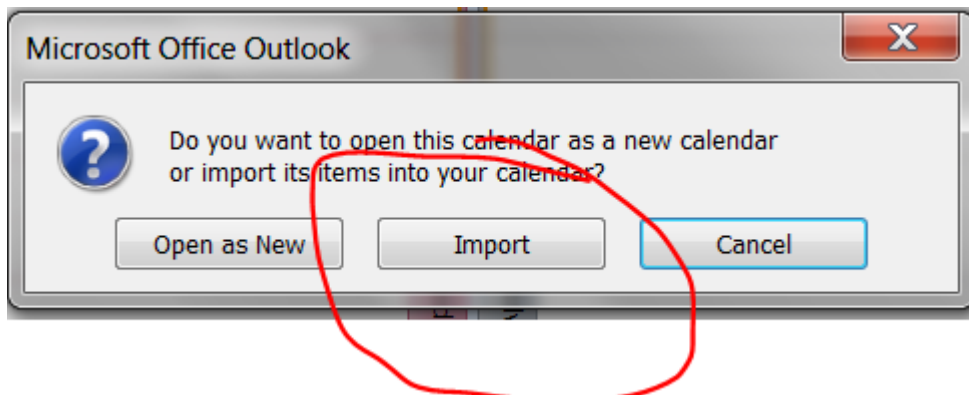


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4. Navigate to the folder of the ics folder:



5. Select Import from the menu:



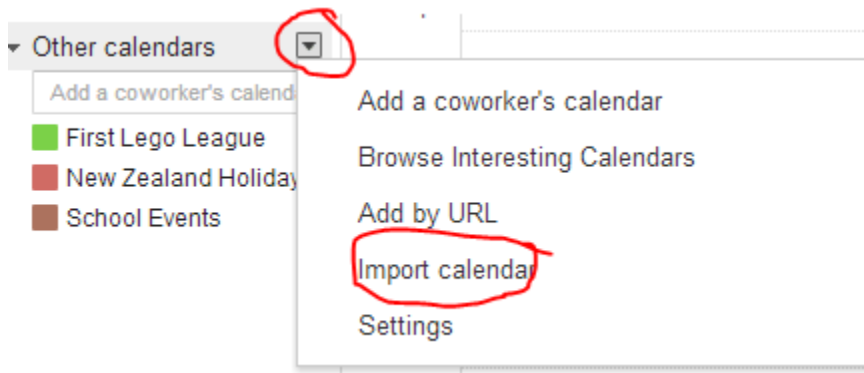
## 4. Import the Calendar into Google Calendar

1. Log into gmail via the web interface. Click the calendar link at the top to open your google calendar.
2. Create a new calendar if you like to keep the roster separate from your other calendars.



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3. At the bottom left you will see a menu called "Other Calendars" as below:



4. Click on the dropdown arrow and select "Import Calendar"
5. Browse to your ICS file you saved on your PC and click on Import.

This should complete the import process. Feedback and issues can be sent to [matt@expandit.co.nz](mailto:matt@expandit.co.nz). As with any free application support will be extremely slack but you never know your luck. This application is provided as is and I take no responsibility for missed duties, lost cellphones or excessively long duties. ;-)

#### Current Issues / Bugs:

1. I currently have no access to international rosters so am unable to test this functionality. Feel free to send me rosters that cross dates etc. for compatibility.