



PBS Training

Prepared by the
Envoy/AFA
Joint PBS Committee

PBS Training Overview

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Section 1

Welcome to PBS

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What is PBS?

- PBS stands for Preferential Bidding System.
- Envoy bidding happens in two different phases:
 - 1) Pre-Bid
 - 2) Bid
- NAVBLUE runs the web-based software that builds your individual monthly schedule, known as the Bid Preference System and/or PBS Scheduler.
- Schedule construction is based on your preferences, including both likes and dislikes for flying, specific pairings, and days off. The awards are in seniority order.

PBS Timeline

The monthly bidding timeline is as follows:

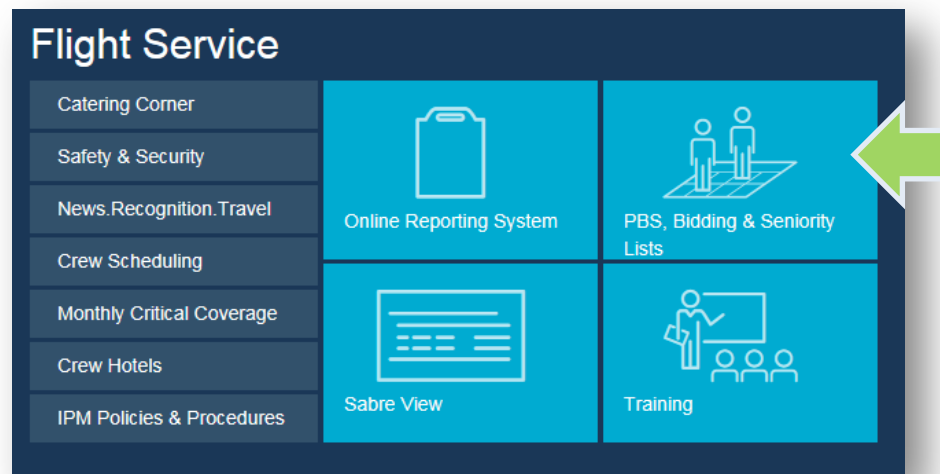
- Pre-Bid opens on the **10th** at noon Central Time.
- Pre-Bid closes on the **13th** at noon Central Time.
- Pre-Bid Awards are posted by the **14th** at noon Central Time.
- Pre-Bid protest period opens on the **14th** at noon and closes on the **15th** at noon Central Time.
- Bid opens on the **15th** at noon Central Time.
- Bid closes on the **20th** at noon Central Time.
- Preliminary Awards are posted **22nd** at noon Central Time.
- The Bid protest period opens on the **22nd** at noon and closes on the **23rd** at noon Central Time.
- Awards will be final on the **24th** at noon Central Time.

PBS Timeline

	10 th	13 th	14 th	15 th	20 th	22 nd	23 rd	24 th
Bidding Availability	Pre-Bid Opens at noon CT	Pre-Bid Closes at noon CT		Bid Opens at noon CT	Bid Closes at noon CT			
Results Publishing			Preliminary Pre-Bid Awards Posted at noon CT	Pre-Bid Awards Finalized at noon CT		Preliminary Awards Posted at noon CT		Bid Awards Finalized at noon CT
Protest Period			Pre-Bid Protest Opens at noon CT	Pre-Bid Protest Closes at noon CT		Bid Protest Opens at noon CT	Bid Protest Closes at noon CT	

PBS Information and Access

- Log into <https://www.my.envoyair.com>
- Go to **Departments**
- Click **Flight Service**
- Click **PBS, Bidding, & Seniority Lists**



PBS, Bids & Seniority Lists

Bid Packets

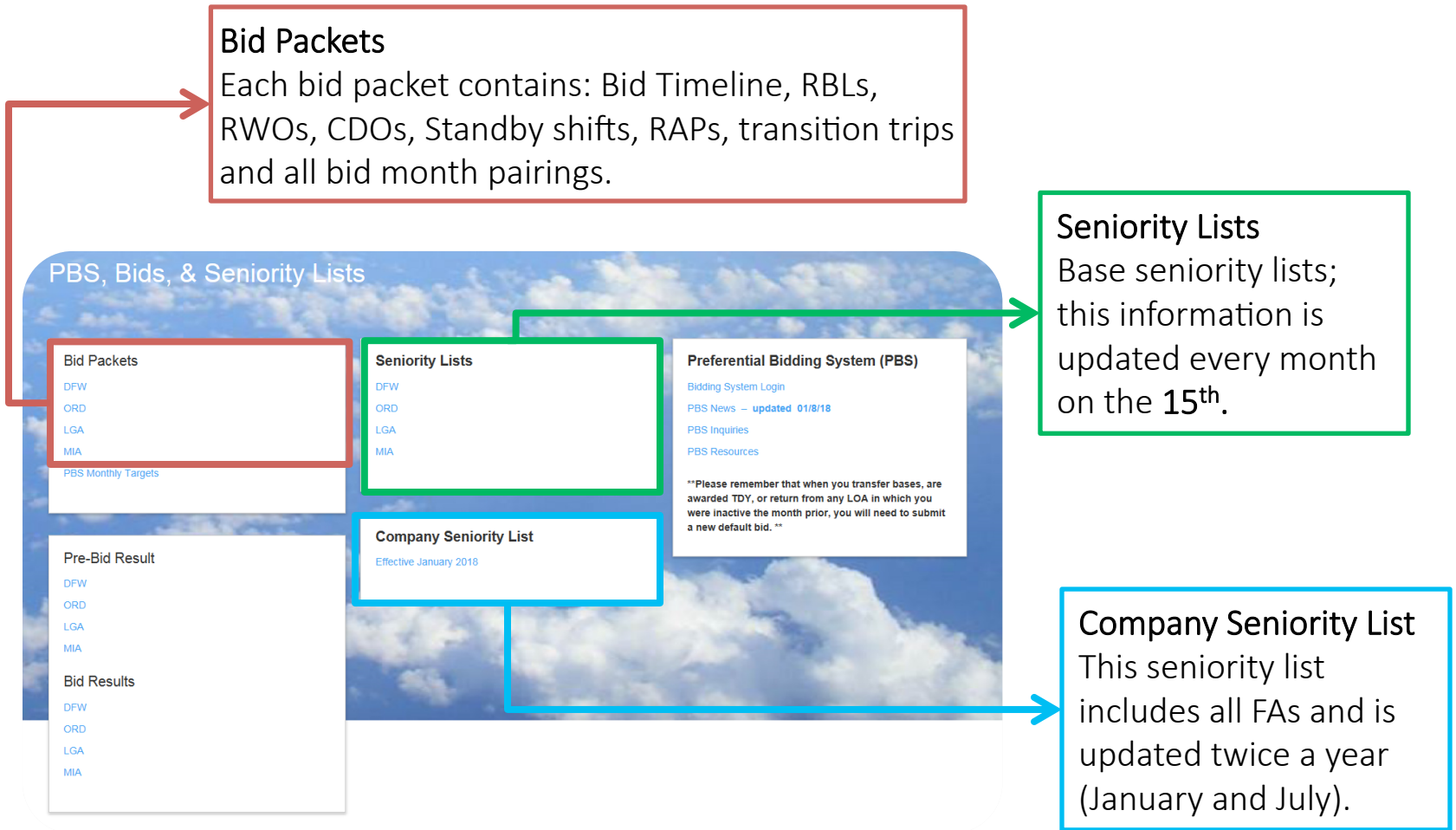
Each bid packet contains: Bid Timeline, RBLs, RWOs, CDOs, Standby shifts, RAPs, transition trips and all bid month pairings.

Seniority Lists

Base seniority lists; this information is updated every month on the 15th.

Company Seniority List

This seniority list includes all FAs and is updated twice a year (January and July).



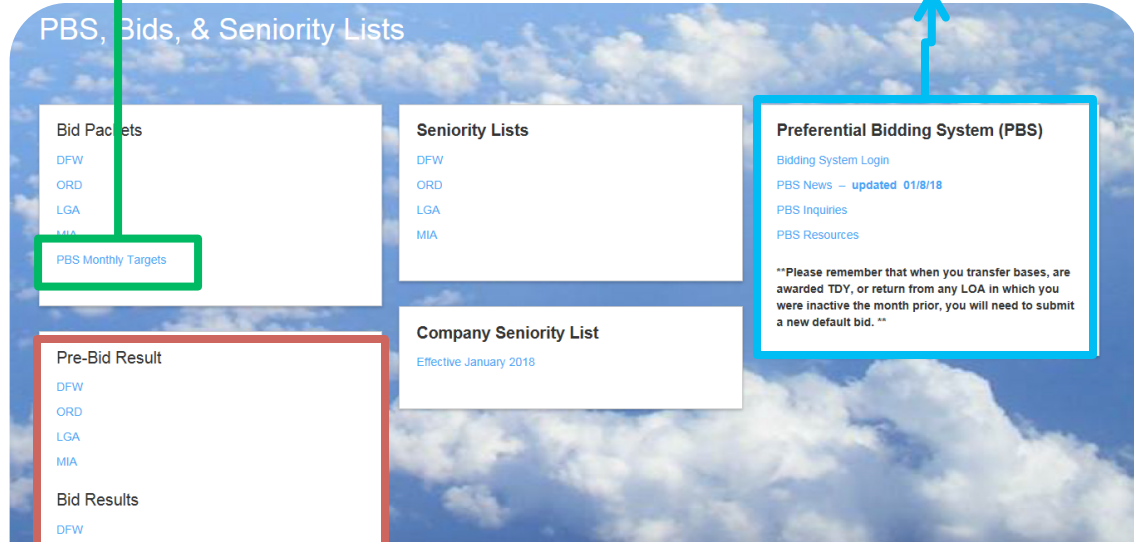
PBS, Bids & Seniority Lists

PBS Monthly Targets

Company targets for the upcoming bid month. This will show the number of each pre-bid option available. From here you can get an idea of how many lineholders and reserves are expected. By the 15th the Company will update the 5% Minimum credit to be awarded.

Preferential Bidding System (PBS)

PBS System Login, news, inquiries and resources.



Pre-Bid & Bid Results

Results for each base. The Pre-Bid awards are posted on the 14th and the Bid Results on the 22nd of each month.

Tools Available Bid Packets

1, 2

PBS - ORD FA - OCTOBER 2017

Contract Month: October 1, 2017 – October 31, 2017

Pre Bids Open: September 10, 2017 @ 12noon Central
 Pre Bids Close: September 13, 2017 @ 12noon Central
 Bids Open: September 15, 2017 @ 12noon Central
 Bids Close: September 20, 2017 @ 12noon Central
 Schedule Change: October 05, 2017

PRE BIDS OPEN	PRE BIDS CLOSE	BIDS OPEN	BIDS CLOSE	PRELIM AWARDS	FINAL AWARDS
10 SEP	13 SEP	15 SEP	20 SEP	22 SEP	24 SEP

3

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			

4

PHONE NUMBERS:

CREW SCHEDULE, PAYCOMP 888-436-CREW (2739)
 AVRS 800-288-0885
 AVRS (DFW – LOCAL) 817-967-8970
 TRAINING CENTER 800-456-8980
 IN-FLIGHT 773-686-2600

AVRS is available to provide your current sequence information with any last minute changes. Reserves can confirm next-day assignments by calling the AVRS direct number 1-800-288-0885.

FA BID SUMMARY: 5

RBL	201-203
RWO (RSV Weekends Off)	301
CDO	101-112

FA STANDBY SUMMARY: 6

S-1	0500-1300
S-2	0530-1330
S-3	0700-1500
S-4	1000-1800
S-5	1500-2300
S-6	1900-2359
S-7	N/A
S-8	N/A
S-9	N/A

"For standby guidelines please refer to Section 9 F of the current agreement."

FA RAP SUMMARY: 7

RAP 1	0400-1900
RAP 2	1000-0100
RAP 3	1900-0100

Please note: RBL, CDO and Standby line awards will not be visible within NavBlue. Please refer to the info tab for RBL/CDO/Standby awards. Standby awards will be visible in FOS by the 24th.

- 1. Timeline** – contains contractual month dates, Pre-Bid and Bid dates and times.
- 2. Schedule Change** – Airline Schedule changes occur on this date (departure/arrival times, frequency, equipment, flight number, etc.)
- 3. Monthly Calendar** – not a contractual calendar!
- 4. Phone Numbers** – Crew Schedule, AVRS, and other important phone numbers.
- 5. FA Bid Summary** – Lists lines available for Pre-bidding.
- 6. FA Standby Summary** – Lists the standby shifts available for pre-bidding.
- 7. FA Rap Summary** – Lists reserve availability periods for the bid month.

Tools Available Bid Packets

JULY 2017 ERJ FA CDO LINES DOMICILE: DFW

2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	CDO
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	BLK NO. 401 DYS OFF 14
128128128							129130130								130130130																					CRD. 75.00 BLK. 20.05
:	X	CLLCLLCLLDFW	:	:	X	ACTSPSSPSDFW	:	:	X	SPSSPSPSDFW	:	:	X	ACTCLLACTDFW	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	TAFB 116.48 C/O 0.00	
128=	1945/0625/0151;	129=	2102/0623/0127;	130=	2107/0620/0140;																															

CDO Lines – Displays the CDO lines available to pre-bid.

Line number used to pre-bid

JULY 2017 ERJ FA RBL/RWO LINES DOMICILE: DFW

2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	RBL 201
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	BLK NO. 201 DYS OFF 13
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	X	:	:	X	X	X	X	X	(:	:	X				CRD. 75.00 BLK. 0.00	
:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	TAFB 0.00 C/O 0.00

RBL & RWO – Displays RBL and RWO lines available to pre-bid.

R RSV day **:** Weekend day off **X** Weekday off

Tools Available

PBS Target Information

March PBS Targets	DFW	ORD	LGA	MIA
Total FA's	771	586	140	105
Total RBL's	27	15	9	6
CDO's Lines	0	0	0	0
RWO Lines	6	4	1	1
ZTL	30	10	10	5
TDY	0	0	0	0
PBS FA's	708	557	120	93
Part-time	20	10	10	0
SB #	12	10	8	3
Minimum Credit Range	65-91 hrs	65-91 hrs	65-91 hrs	65-91 hrs
Normal Credit Range	75-91 hrs	75-91 hrs	75-91 hrs	75-91 hrs
Maximum Credit Range	91-110 hrs	91-110 hrs	91-110 hrs	91-110 hrs
Minimum Credit to be awarded (5%)	44	33	9	6
Target Line Average	75.0	75.0	75.0	75.0
Expected Line Holders	513	423	59	61
Expected PBS RSV	175	124	51	32
Expected Daily RSV	105	74	31	19
Ideal RSV %	19.8%	20.0%	28.6%	25.7%
ERJ Average DP	4:16	4:20	4:39	4:57
E75 Average DP	4:37	4:40	X	X



Target Information – Shows per base what is available to pre-bid.

- Total number of RBL lines available
- Total number of RWO lines available
- Total number of Standby lines available
- Total number of CDO lines available

RBL and Standby Breakdown – The number of each line to be awarded per Base.

* June is used as an example



Pre-Bid Breakdown:

Standby	DFW	ORD	LGA	MIA
S1	1 (Terminal B)	1	1	1
S2	1 (Terminal B)	2	1	1
S3	1 (Terminal B)	2	1	1
S4	1 (Terminal B)	2	1	-
S5	1 (Terminal B)	1	1	-
S6	1 (Terminal B)	2	1	-
S7	1 (Terminal E)	-	1 (JFK)	-
S8	1 (Terminal E)	-	1 (JFK)	-
S9	1 (Terminal E)	-	-	-
S10	1 (Terminal E)	-	-	-
S11	1 (Terminal E)	-	-	-
S12	1 (Terminal E)	-	-	-
S13	-	-	-	-

RBL	DFW	ORD	LGA	MIA
201	9	5	3	2
202	9	5	3	2
203	9	5	3	2

Bidding System Login

Once you are in PBS, Bids & Seniority Lists:

1. Click on **Bidding System Login**

The screenshot shows the Envoy website's navigation bar with links for Pay & Benefits, Travel, Policies, Resources, Departments, and @Envoy. Below the navigation bar is a breadcrumb trail: Home / Departments / Flight Service / PBS, Bidding & Seniority Lists. The main content area is titled "PBS, Bids, & Seniority Lists" and contains several menu items:

- Bid Packets**
 - DFW
 - ORD
 - LGA
 - PBS Monthly Targets
- Seniority Lists**
 - DFW
 - ORD
 - LGA
- Pre-Bid Result**
 - DFW
 - ORD
 - LGA
- Bid Results**
 - DFW
 - ORD
 - LGA
- Company Seniority List**
 - Effective January 2017
- Preferential Bidding System (PBS)**
 - Bidding System Login
 - News – updated 6/9/17
 - Vacation Extension (VG) Guide
 - Vacation Extension Inquiries (Email)
 - PBS Training Presentation
 - Q&A Forum
 - How To Videos

A green arrow points from the "Bidding System Login" link in the PBS menu to a callout box on the right. The callout box is titled "Preferential Bidding System (PBS)" and contains the following text:

Bidding System Login

PBS News – updated 01/8/18

PBS Inquiries

PBS Resources

****Please remember that when you transfer bases, are awarded TDY, or return from any LOA in which you were inactive the month prior, you will need to submit a new default bid. ****

PBS Tabs

envoy Preferential Bidding System

● My Bidding

● BID Preference System

● Bid Protest

● Pre-Bid Awarding

- **My Bidding** is the page used to enter pre-bid and vacation extension/fly-through requests.
- **BID Preference System** is a link to the Bid System “NAVBLUE.”
- **Bid Protest** is the page used to submit bid protests.
- **Pre-Bid Awarding** is the page that shows an individual’s pre-bid result and reasons report.

Section 2 - 1



Pre-Bidding

- ✚ **Pre-Bid Overview**
- ✚ **My Bidding Page**
- ✚ **How to Pre-Bid**
- ✚ **Award and Reasons Report**
- ✚ **Pre-Bid Protest**

Pre-bid Overview

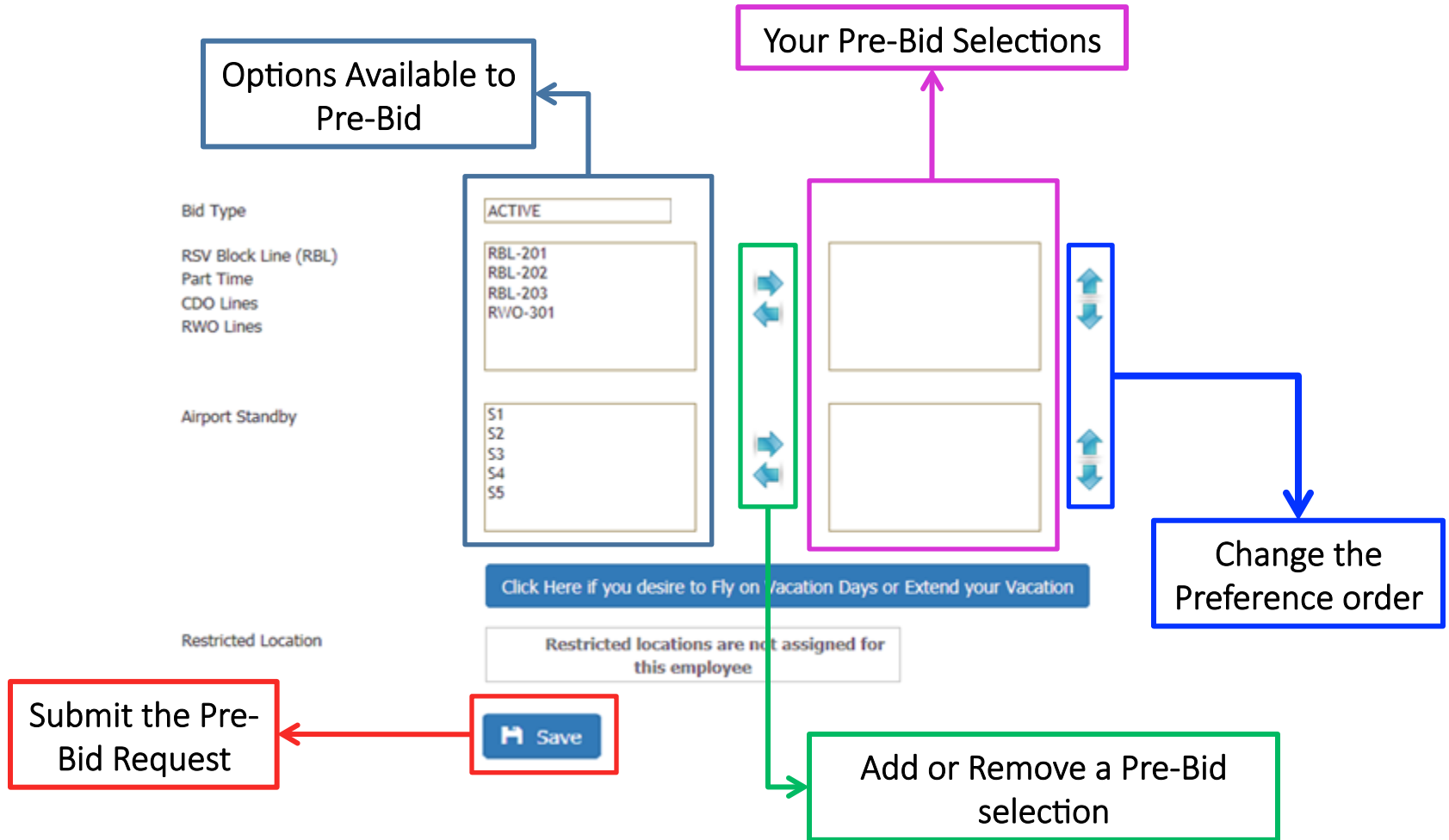
What is Pre-bid?

Pre-bid is where you bid for Reserve Block Line (RBL), Reserve Weekends Off (RWO), Continuous Duty Overnight (CDO), Standby status, Zero Time Line (ZTL), and Part-Time status.

Things to Remember when Pre-bidding

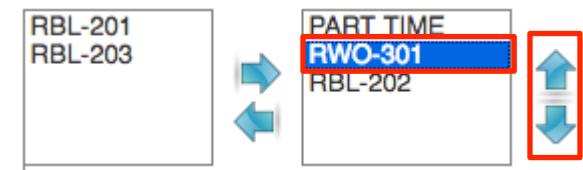
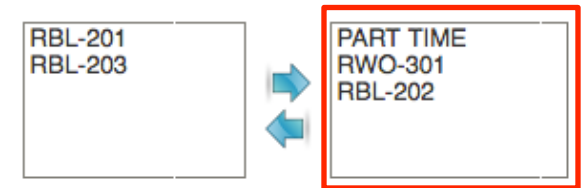
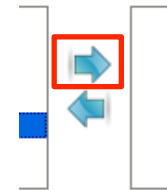
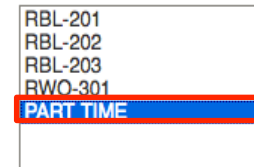
- RBL, RWO, and CDO (if available) lines are pre-built. You can view these lines in the bid packet.
- Standby shifts are listed in the bid packet.
- Any Standby bid(s) will be read only if you have not received a CDO, RBL, or RWO, or Part-Time status.
- If you are awarded Standby or Part Time, you will only be awarded the **status**. Between the 15th and 20th (noon Central Time) of the bid period you must enter a NAVBLUE Bid in order to have your line completed.
 - To maintain your **Standby** status you must be awarded a **Reserve** Line.
 - To maintain your **Part-Time** status you must be awarded a **Pairing** Line.

My Bidding Page



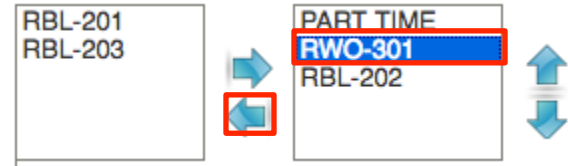
How to Pre-Bid

1. Click to highlight the option you want to request from the box on the left.
2. Click the right-pointing arrow to move the option to the box on the right.
3. Repeat the process until you have moved all your preferences to the boxes on the right (you can request as many options as you want). The options will be listed within the box in the same order you move them.
4. If you wish to change the order, click to highlight the option and click the UP or DOWN arrow to move within the box.



How to Pre-Bid

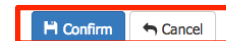
- To remove an option, highlight the option and then click the left-pointing arrow to move the option to the box on the left.
- Click **Save** to Preview your Pre-Bid selection(s).
- Click **Confirm** to submit request or **Cancel** to edit your request .



Bid Selection

These are your bid options for NOV2018 month. Please click CONFIRM to complete the submission.

Employee Number	432153
Name	FLORES, DERMALY
Crew Base	MIA
Crew Type	FA
Bid Month	NOV2018
RSW	
RSV Block Line (RBL)	PART TIME
Part Time	RBL-202
CDO Lines	RWO-301
RWO Lines	
Airport Standby	S2



Pre-Bid Confirmation

A confirmation number should be displayed validating your submission. To leave this page you can click **Return** or choose a different tab.

envoy Preferential Bidding System DERMALY FLORES (432153) [Logout](#)

- [My Bidding](#)
- [BID Preference System](#)
- [Bid Protest](#)
- [Pre-Bid Awarding](#)

Bid Confirmation

Bidding submitted successfully

Employee Number
432153

Name
FLORES, DERMALY

Crew Base
MIA

Crew Type
FA

Bid Month
NOV2018

RSW

RSV Block Line (RBL)
Part Time
CDO Lines
RWO Lines
PART TIME

Confirmation: NOV2018-U7931A260
Updated By: FLORES, DERMALY
Updated On : 10/12/2018 9:44:53 AM

[Return](#)

My Bidding

Employee Number: 432153

Employee Name: FLORES, DERMALY

Crew Base: MIA

Crew Type: FA

Bid Month: NOV2018

RSV Block Line(RBL)

Part Time

CDO Lines

RWO Lines

RBL-201
RBL-202
RBL-203
RWO-301

➡
⬅

PART TIME

⬆
⬇
⬇
⬆

Order options in priority preference.

Airport Standby

S1
S2
S3

➡
⬅

[Empty Box]

⬆
⬇
⬇
⬆

[Click Here if you desire to Fly on Vacation Days or Extend your Vacation](#)

Restricted Location

Restricted location not assigned for this contract month

[Save](#)

Confirmation: NOV2018-U3491325A
Updated By: FLORES, DERMALY
Updated On : 10/10/2018 11:09:42 PM

Pre-Bid Confirmation

What to do if you don't have a confirmation number

1. Log off PBS, log back in, and go to My Bidding tab
2. Check for a confirmation number (green box right side of the page).

Do you see a confirmation number and your submission?

- If yes, no additional action is needed.
- If you don't see a confirmation but you see your submission(s): Email a JPBSB personnel your employee number and a screenshot of **My Bidding** tab.
- If both are missing: repeat the pre-bidding steps 1 to 7. If the problem persists, contact a JPBSB personnel providing your employee information, your pre-bid selection in order from first to last, and a detailed recap of the problem.

Note: All emails concerning Pre-Bid glitches must be sent before the 13th noon central time. Emails will NOT be honored if missing required information or sent outside of the timeline.

Award and Reasons Report

- The Pre-Bid results will be published to MyEnvoy no later than the 14th at noon central time.

DFW FA JUN PRE-BID AWARD RESULTS:

Awarded	EE #	Name
406	373782	VILLARREAL
405	148649	AMES
404	373727	HARDIN
SEE REASONS REPORT	148602	MORRONE

- Use the Pre-Bid Awarding Tab in the Preferential Bidding System to view your detailed reasons report.

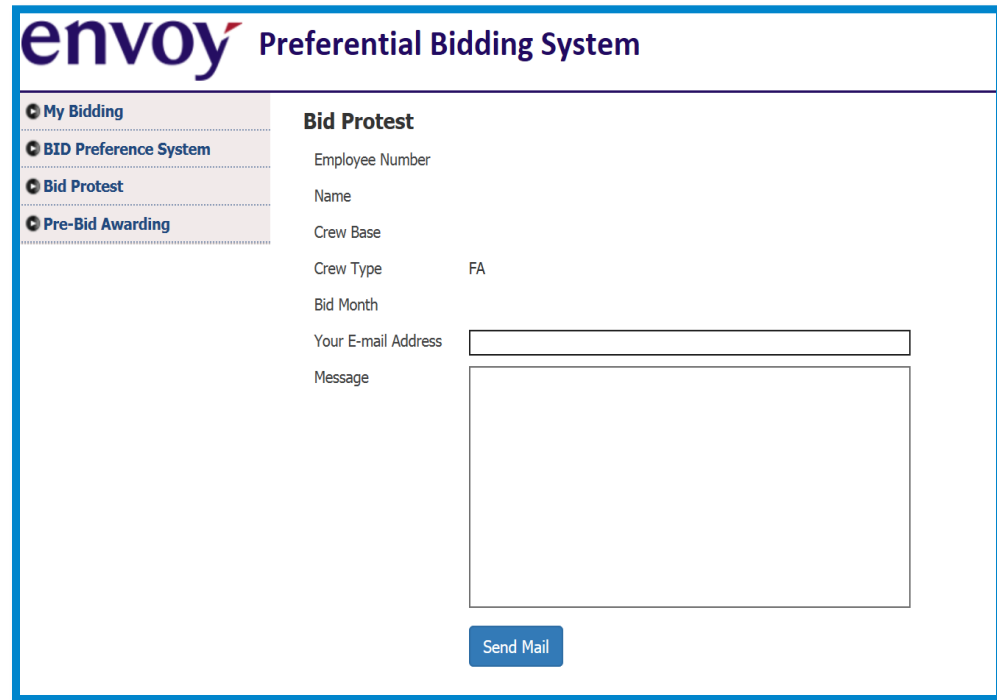
CDO/PT/RBL/RWO Request	Reason
406	Awarded Senior
405	Awarded Senior
404	Awarded Senior

* CDO, RBL/RWO, and Standby line awards will not be visible within NAVBLUE (Bid Preference System).

* CDO, RBL/RWO, and Standby Awards will be visible in FOS by the 24th.

Pre-Bid Protest

- Click the Bid Protest tab.
- Enter your email address*
- Type your message
- Click “Send Mail”



The screenshot shows the 'envoy Preferential Bidding System' interface. On the left is a navigation menu with five items: 'My Bidding', 'BID Preference System', 'Bid Protest', 'Pre-Bid Awarding', and 'Pre-Bid Awarding'. The 'Bid Protest' item is selected and highlighted. The main content area is titled 'Bid Protest' and contains the following fields: 'Employee Number', 'Name', 'Crew Base', 'Crew Type' (with 'FA' entered), 'Bid Month', 'Your E-mail Address' (with an empty text box), and 'Message' (with a large empty text area). A blue 'Send Mail' button is located at the bottom right of the form.

* Bid Protest responses will be sent to the email address you provide.

Section 2 - 2

Vacation and Pre-Bidding

- ✦ **Vacation Extension & Fly-Through Timeline**
- ✦ **VG - Vacation Extension**
- ✦ **Selecting Vacation Extension Days**
- ✦ **Changing or Removing Vacation Extension Day(s)**
- ✦ **Vacation Extension & Slide**
- ✦ **Vacation Extension Dos & Don'ts**
- ✦ **My Bidding vs. RF 200 SLID**
- ✦ **Vacation Fly-Through**
- ✦ **Vacation Fly-Through Notes**

Vacation Extension & Fly-Through Timeline



VG - Vacation Extension

- A Flight Attendant who is scheduled for a block of consecutive vacation days may elect to place up to a total of four (4) days off (at the sole discretion of the Flight Attendant) before, after or split on either side of the vacation period. FAs with two or more continuous block(s) of vacation can extend their vacation block(s) to up to 8 days, but no more than 4 days on each end of their vacation period. **If the FA request exceeds the above-mentioned allotment, all vacation extension dates will be removed and not honored.**
- The days off will act as pre-planned absences and will carry neither a value for pay nor credit. Each extension day (VG) will reduce the number of hours needed for line completion by 3:45.
- These days must be continuous and adjacent to the vacation block you want to extend .
- Vacation Extension Days may not appear in the NAVBLUE calendar until the 20th after noon central time.
- Only FAs that received a Pre-Bid Line Awarded and that are wanting to slide vacation should submit a VG request through the HI6 Slid.

Selecting Vacation Extension Days

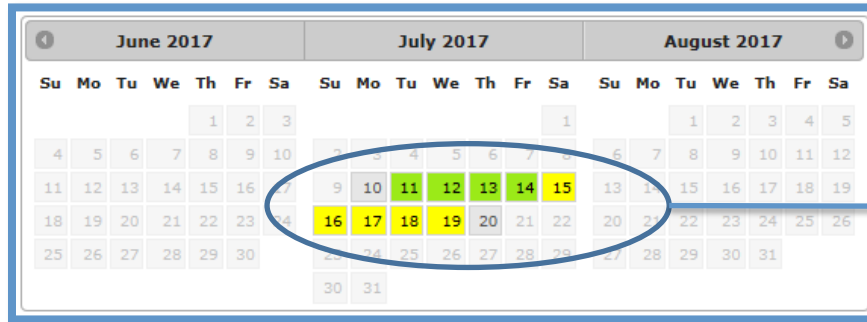
1. Go to “My Bidding”
2. Click the Blue Action Bar: [Click Here if you desire to Fly on Vacation Days or Extend your Vacation](#)
3. 3 calendars will appear if you have vacation scheduled within the current month, bid month, and/or next month. Vacation days will be highlighted in yellow.



The following message will appear if you don't have vacation planned during the 3 calendar months (Current, Bid and Next): **“No vacation available for this contract month”**

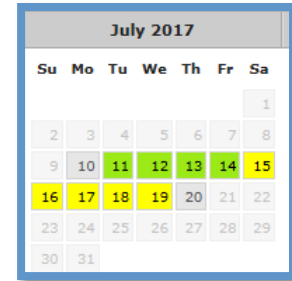
Selecting Vacation Extension Days

4. Click the desired days to extend your vacation.



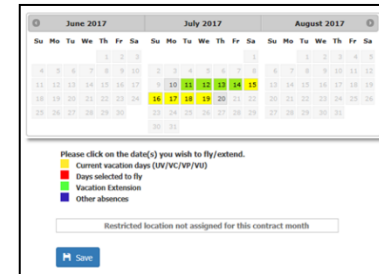
 Vacation Days
 Vacation Extension

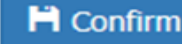
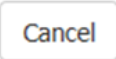
You may select up to 4 days for each block of vacation using any combination:

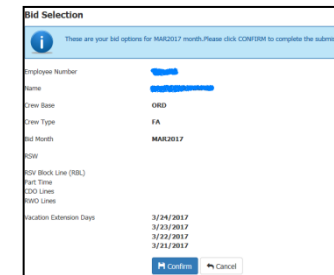



Selecting Vacation Extension Days

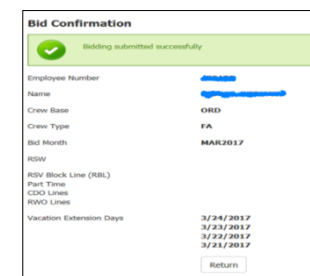
5. Click . A new screen will open with your **“Bid Selection.”**



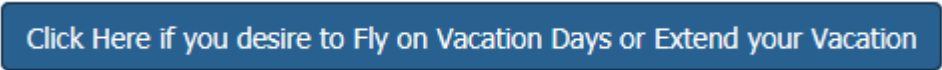
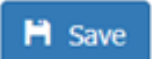
6. Review your **“Bid Selection”** and click  to submit your request. Or, click  to go back and make changes.



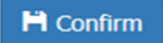
7. Once you click , you will get a **“Bid Confirmation”** that will list the days that were extended.




Changing or Removing Vacation Extension Day(s)

1. Go back to “**My Bidding**”
2. Click the Blue Action Bar: 
 - To **Remove** your VGs: Click on the green highlighted squares, they will turn white, indicating you removed the previous selection.
 - To **Change** your VGs: Click on the green highlighted squares, they will turn white, indicating you removed the previous selection. Select the new extension dates.
3. Click  .

Changing or Removing Vacation Extension Day(s)

The “**Bid Selection**” page will appear with your changes. If you made changes the revised days will show. If you removed everything your new bid will blank. Click .

Bid Selection

 These are your bid options for OCT2017 month. Please click CONFIRM to complete the submission.

Employee Number	
Name	
Crew Base	DFW
Crew Type	FA
Bid Month	OCT2017
RSW	
RSV Block Line (RBL)	
Part Time	
CDO Lines	
RWO Lines	
Vacation Extension Days	11/9/2017 11/10/2017 11/18/2017 11/19/2017


RSW

RSV Block Line (RBL)


Part Time

CDO Lines

RWO Lines

3. A warning will appear advising that you are changing your bid preferences. If you want to proceed with your changes click .

Bid Selection

 You are about to delete all bid preferences! Click Confirm to complete this deletion.

You will see a new “**Bid Confirmation**”.

Confirmation: OCT2017-A4A68A944

Updated By:

Updated On : 9/11/2017 9:31:52 AM

Vacation Extension (VG) Notice

Flight Attendants may select up to 4 vacation extension dates per vacation block but no more than 8 for those with more than one consecutive vacation block.

Additionally, no more than 4 vacation extension dates may be selected in either direction. If request exceed the above-mentioned allotment, **all** VGs will be removed.

You may only select VGs on days pertaining to the bid month, and up to the 5th of the next bid month. If selected on outside of the bid month, those dates will be removed.

Vacation Slide

- A Flight Attendant awarded a CDO, RWO or RBL line may slide their vacation block in accordance with following:
 - Vacation block may be slid to start no more than four (4) days earlier or no more than four (4) days later than the originally scheduled vacation block.
 - Consecutive vacation weeks are considered one block for the purpose of sliding a vacation.
 - Consecutive CDO pairings shall be considered one “block” or “Pairing” for the purposes of sliding a vacation.
 - Reserve Flight Attendant to use vacation slide procedure, the Flight Attendant must have a conflict with the reserve availability she/he wishes to rectify.

Vacation Slide with Extensions

for CDO, RWO or RBL Lineholders only

- If you are awarded a CDO, RWO, or RBL line and you wish to slide your vacation, you must submit an RF 200 SLID between the 15th and 20th of the month.
- If you wish to extend your vacation along with your vacation slide you must submit the RF 200 SLID including both requests: slide and vacation extension. DO NOT select your vacation extension days on the “My Bidding” calendar since it will not reflect the vacation slide until after bids close.
- If you are awarded a CDO, RWO or RBL and DO NOT wish to slide your vacation but do wish to extend, you must select your vacation extension days on the “My Bidding” calendar.

Vacation Extension Dos & Don'ts

DOS

- **Do** select vacation extension only on days pertaining to the bid month and up to the 5th of the next bid month.
- **Do** send a RF 200 SLID if you received a CDO, RBL or RWO line and are going to Slide and Extend your vacation.
- **Do** extend your vacation on the “**My Bidding**” page if you received a CDO, RBL or RWO line and will not slide your vacation.

DON'TS

- **Don't** extend your vacation if the days (Vacation and/or Extension Days) fall outside of the Bid Month and will not impact a carry-out trip.
- **Don't** extend Vacation into the current month.
- **Don't** extend Vacation on days that you are already scheduled to work.
- **Don't** select Vacation Extension on the “**My Bidding**” page if you are going to slide your vacation (use the RF).
- **Don't** extend your vacation more than 4 days at the end or at the beginning of a block.

My Bidding vs. RF 200 SLID

Situation

FA has not received a pre-bid award (CDO, RBL and RWO) and submitted a RF to slide or extend vacation...

FA received a pre-bid award and submitted a RF to extend vacation ...

FA has only submitted a RF to slide vacation ...

FA has only submitted RFs: one RF to slide and one RF to extend ...

FA extended vacation on My Bidding and submitted a RF to slide...

FA extended vacation on My Bidding and also submitted a RF to slide and a RF to extend...

FA extended vacation on My Bidding and submitted a RF to extend vacation only and not to slide...

Result

Request(s) will be disregarded.

Request will be disregarded.

The request will be processed and visible in FOS after the 24th at noon central time.

The request will be processed and visible in FOS after the 24th at noon central time.

RF will supersede any PBS request. My Bidding VG request will be removed by the 20TH at noon central time.

RF will supersede any PBS request. My Bidding VG dates will be removed by the 20TH at noon central time.

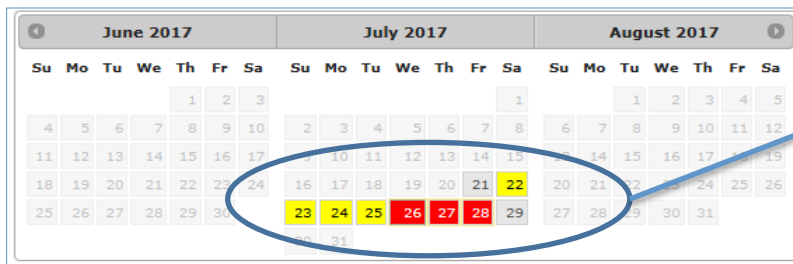
My Bidding VG dates will supersede any RF request. The RF will be disregarded.

Vacation Fly-Through



- Vacation Fly-Through allows the PBS Scheduler to assign flying on vacation days. You can select a portion or all of your vacation days for Fly-Through.
- At the bottom of the “**My Bidding**” page click the blue action bar that says:

Click Here if you desire to Fly on Vacation Days or Extend your Vacation

1. Select the desired dates to fly through. The selected dates will appear as red.



■ Vacation Days
■ Vacation Fly-Through

2. If you are satisfied with your selection click . Otherwise, click  to go back to the calendar.

Vacation Fly-Through Notes

- Making changes to your vacation Fly-Through is done the same way as making changes to your Vacation Extension (VG) Days.
- Don't select Fly-Through on days that fall outside of the Bid Month if they will not impact a carry-out trip.
- Unlike Vacation Extension, selected Fly-Through days don't need to be continuous.
- **Keep in mind that selecting Fly-Through will no longer carry the 3.00 credit per day for line construction.**



Section 3 - 1



Bid Preference System

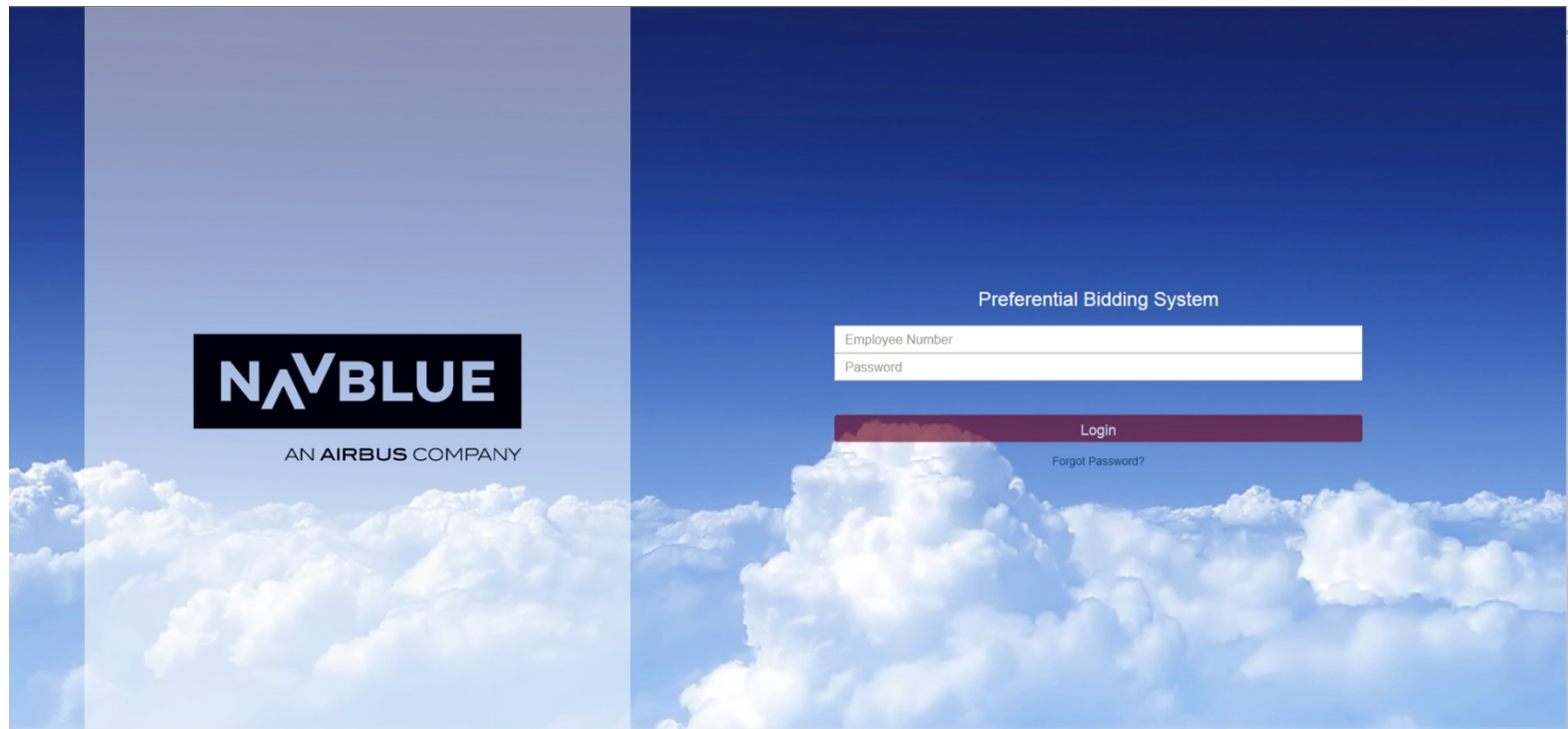
- ✚ System Notes
- ✚ The Preferential Bidding System
- ✚ Bid Preference System Login
- ✚ Data Synchronization
- ✚ On-line Mode

System Notes

- Supported Browsers and Devices:

DEVICE	VERSION	BROWSER
PC	Windows 7 Pro	IE 11, Chrome 67.x. Firefox 62.x
MAC Computers	MacOS 10.x	Safari
Surface PRO 3	Windows 10 PRO	Chrome
iPhone 7 (plus models)	iOS 12.x	Mobile Safari
iPad Mini	iOS 9.3	Chrome
iPad Pro	iOS 12.x	Mobile Safari
iPad Air	iOS 12.x	Mobile Safari

The Preferential Bidding System



Important Note

The data that the NAVBLUE uses is downloaded into data storage within the computer browser called Cache.

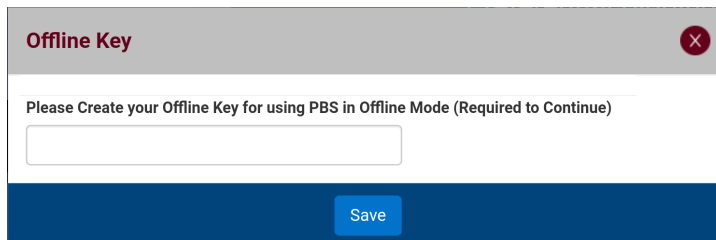
If you are using a personal device, we suggest that every month, before making any changes to your bid, clear the Cache to ensure you are running the latest version.

Keep in mind that some systems offer the option to clear the history, if this option is available, we recommend to clear both.

For instructions on clearing or refreshing your browser's cache visit <https://www.refreshyourcache.com>

BID Preference System Login

1. Open **My Envoy Air**
2. Go to **Departments**
3. Click **Flight Service**
4. Click **PBS, Bidding & Seniority Lists**
5. Click **Bidding System Login** to open PBS
6. Click **BID Preference System** to open NAVBLUE – The system will prompt you for an **Offline Key**. Use **1234** as your Offline Key.



The screenshot shows a dialog box titled "Offline Key" with a close button (X) in the top right corner. The main text reads "Please Create your Offline Key for using PBS in Offline Mode (Required to Continue)". Below the text is a text input field. At the bottom of the dialog is a blue "Save" button.

BID Preference System Login

A Offline Key warning message might pop up.
You will need to click **YES** to continue.

Do you want to continue with the new Offline Key?

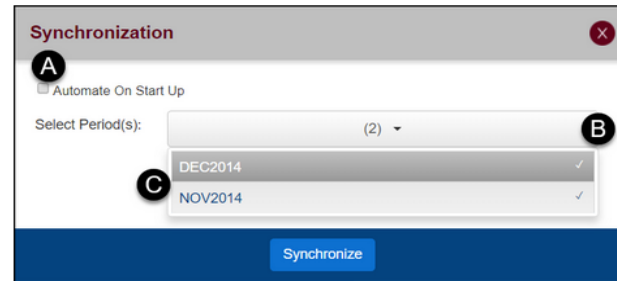
Your offline key is not as same as the last time. you will loose any saved data by using a new offline key

No

Yes

Data Synchronization

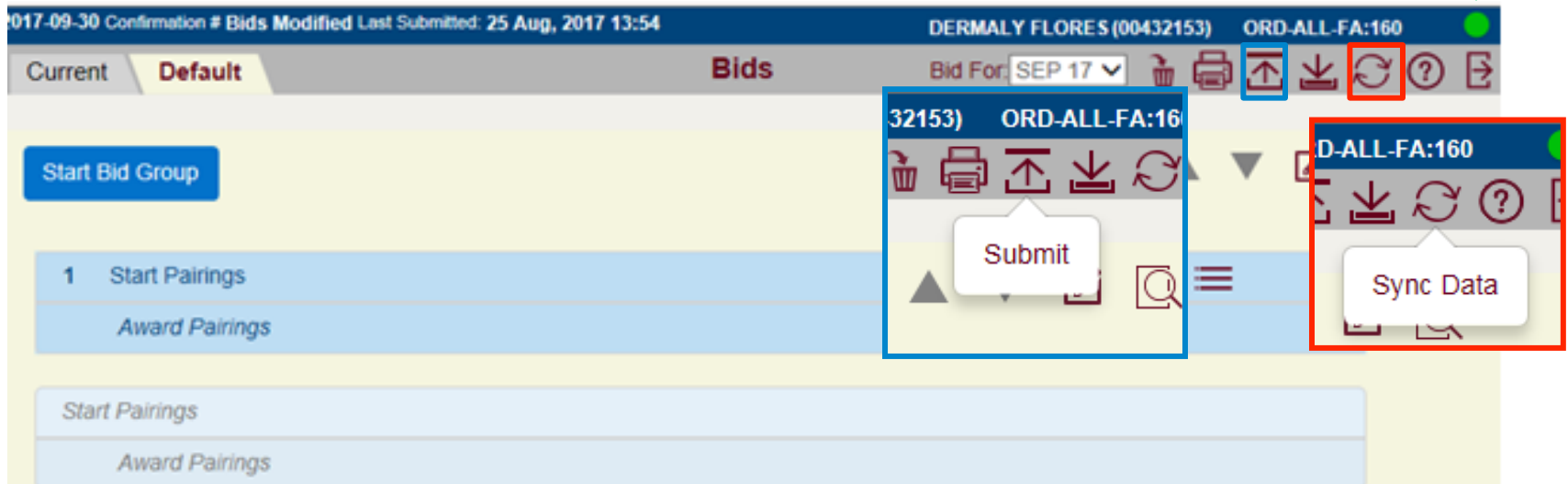
Synchronization ensures that bid period information is up-to-date while the bid period is open. After bidding is closed and awards are published, you must sync data to view your published results.



- Automate on Start Up (A) – Check this box to automatically sync the data. To save this or any setting you must click the Logout button the first time you exit the application.
- **Select Period(s)** (B) - this lets you choose how many periods of data you want to sync.
- **Click on a period name (C)** to select or deselect it from synchronization. The checkmark beside the name indicates that it will be synced.

On-line Mode

You are online if the circle in the top right corner is **green**. Ensure you are **online** when working in the NAVBLUE PBS-Schedule.



When online, the **Submit** and **Sync Data** buttons are available.

On-line Mode

- Always **Submit** your bid before logging out.
- **Never** clear your browser data before submitting your bid or you will lose all of your work.
- You will be automatically be logged out of the application after 30 minutes of inactivity. Any changes will **not** be kept unless they have been submitted.

Note:

“Save Bid” functionality is NOT applicable to Envoy at this time. Saved bids will not be retained after logging out of the application. Always submit your bid and note the confirmation number before logging out.

Section 3 - 2




System Basics

- ✦ **Top Gray Bar**
 - ✦ System Version Check
- ✦ **Navigation Tabs**
- ✦ **Info Tab**
- ✦ **Calendar Tab**
 - ✦ Lineholder Calendar Tab
 - ✦ Reserve Calendar Tab
 - ✦ PBS Schedule Calendar
- ✦ **Pairings Tab**
 - ✦ Pairing Tab Notes
 - ✦ Pairing Details
- ✦ **Bids Tab**
- ✦ **Bidding Tools Available**
- ✦ **Bidding with Vacation**

Top Gray Bar

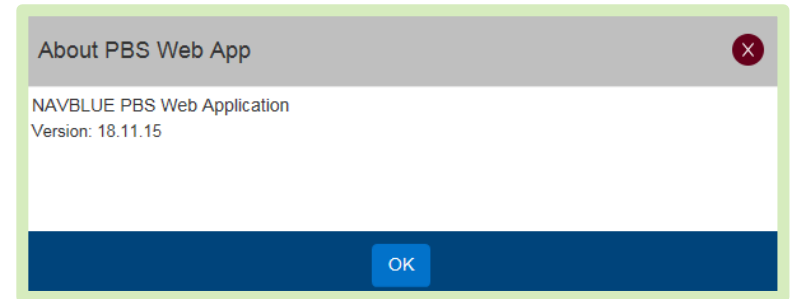
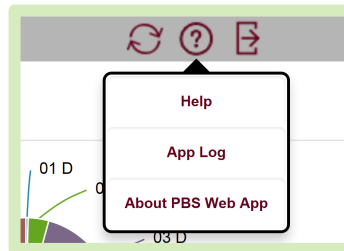
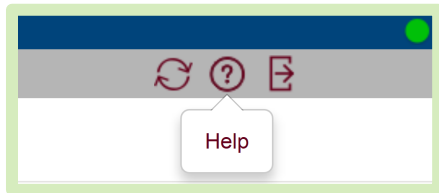


The buttons on the top gray bar vary depending on which navigation Tab is active. The following buttons are available to you in all tabs:

Button	Function
	Sync Data - loads the latest pairing and bid information.
	Help - access help, release info and version number.
	Log out - log out of the application. Remember to log out instead of closing the browser to avoid losing changes.

System Version Check

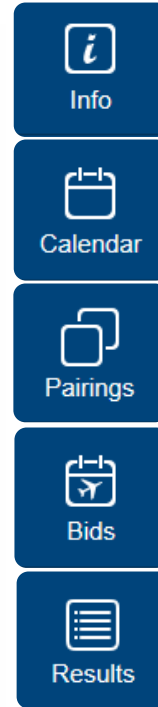
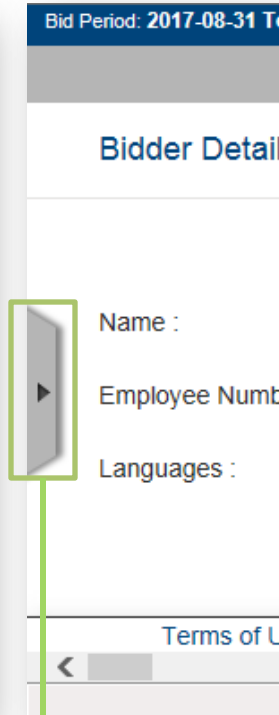
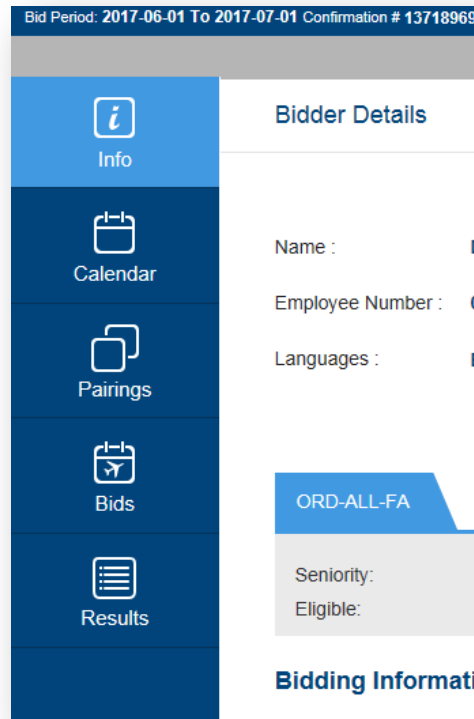
- Click the “Help” Button located on the Top Gray Bar
- Select the “About PBS Web App” option
- Confirm Version
- Click “OK” to close Pop Up Message



The latest version will be published under PBS Resources Section.
You are responsible for checking the version only when using a personal device.

NAVBLUE SYSTEM Version 18.1.10
[Section 1 Welcome to PBS](#)

Navigation Tabs



Info
Contains Bidder Details

Calendar
Displays Bidder Monthly Calendar

Pairings
Displays all pairings available to bid

Bids
Allows entering/changing Current or Default Bid

Results
Displays awards and the Reasons Report

If the Navigation Tabs are not visible: Click  to display it.

Info Tab

The screenshot displays the 'Info Tab' interface for a bidder. On the left is a navigation sidebar with icons for Info, Calendar, Pairings, Bids, and Results. The main content area is titled 'Bidder Details' and contains the following information:

- 1** Bidder Information: Name: DERMALY FLORES, Employee Number: 00432153, Languages: EN.
- 2** Bid Period: FEB 2020, Bid Period Start: 2020-01-31, Bid Period End: 2020-03-01.
- 3** Total Pairings Day Wise: A pie chart showing the distribution of pairings by length (01 D, 03 D, 04 D). The largest segment is 04 D with 214 pairings, followed by 01 D with 31 pairings, and 03 D with 21 pairings.
- 4** Bidding Information: A section titled 'MIA-ALL-FA' containing details such as Eligible: Yes, Seniority: 147, Category Seniority: 10 of 102 (9.8%), and Reduced Block: No.
- 5** Upcoming Activities: A section for displaying carry-in activities, currently empty.

1. Bidder's information
2. Bid Period, Bid Period Start and Bid Period End dates
3. Pie Chart with Pairings distribution based on Pairing length
4. Bidding information: Important notes regarding PBS changes or updates
5. Upcoming Activities: Displays your Carry-In Activities (transition trips / absences).

Calendar Tab

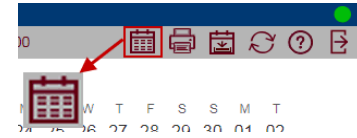
- The Calendar displays your activities for the month (pairing, training, vacation, etc.) .
- This calendar will only display activities and/or absences shown on your PBS-Awarded Schedule. Any changes (dropped trips, OT, trip trades, flight changes, absences, cancelations, reassignments, etc.) that occur after awards are posted will not be shown. Always refer to DECS, AVRS, or CCI for your most up-to-date schedule.
- The Horizontal Calendar view will display the contractual month.

The screenshot shows a horizontal calendar interface. At the top right, there is a red left-pointing arrow and the text "JUL 2018". Below this, a row of days is listed: S, S, M, T, W, T, F, S, S, M, T, W, T, F, S, S, M, T. Below the days, a row of numbers is displayed: 29, 30, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16. Below this is a dark blue header bar with the days of the week: Sun, Mon, Tue, Wed. Below the header bar, a row of numbers is displayed: 30, => JUNE 2019, 01, JUL 2018 =>, 02, 03. The text "=> JUNE 2019" and "JUL 2018 =>" are highlighted with red boxes.

S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
29	30	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Sun		Mon						Tue				Wed					
30	=> JUNE 2019						01	JUL 2018 =>				02	03				

Calendar Tab

- You can toggle between the Horizontal/Vertical Calendar or the Square calendar. To switch views, click on the calendar button at the gray bar.



Bid Period: 2014-11-01 To 2014-11-30 Confirmation # 1497451231 Last Submitted
 Wednesday, 9 August 2017 Cal

T F S S M T W T F S S M T W T
 30 31 01 02 03 04 05 06 07 08 09 10 11 12 13

Thr,30 D4D36 ✍ ✈ C/O : 07:44

Fri,31
 Sat,01

Horizontal / Vertical

Bid Period: 2014-11-01 To 2014-11-30 Confirmation # 1497451231 Last Submitted: 14 Jun, 2017 15:38
 Wednesday, 9 August 2017 Calendar Total In-Period Credit:000.00

< NOV 2014 >

T F S S M T W T F S S M T W T F S S M T
 30 31 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 01 02

Sun	Mon	Tue	Wed	Thr	Fri	Sat
26 A LC	27 A LC End: 21:00 Total Credit: 074.15 I/P Credit: 000.00	28	29 ✈ D4D36 C/O: 09:45 L/O: DTW	30 ✈ D4D36 C/O: 07:44 Total Credit: 000.00	31	01
02	03	04	05	06	07	08

Square

Lineholder Calendar Tab

< SEP 2017 > Current Bid Period. Use the arrows to change the month.
 F S S M

< SEP 2017 >



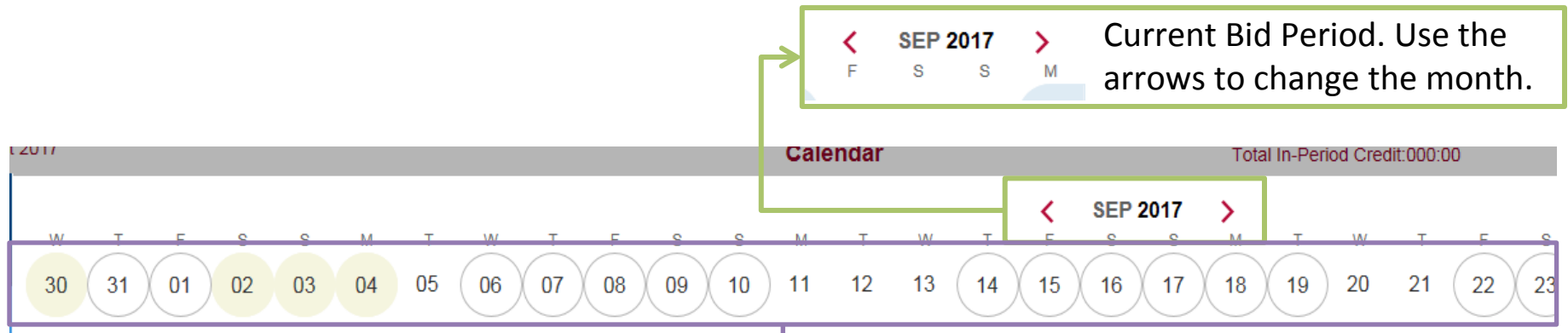
Wed,30	5054		✈️		
Thr,31	5054		✈️	C/O : 12:05	Total Credit: 017:15 I/P Credit: 001:20

Click to view pairing information.

Blue Circled day = pairings
 Yellow Circled day = absences

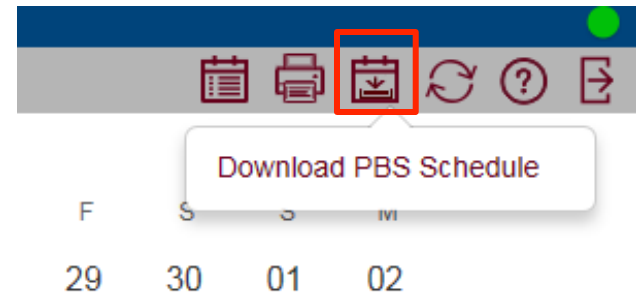
Day	Flt	Dep	Local	Arr	Local	Turn	Bblock	Duty
1	3389	DFW	16:51	VPS	18:50	000:30	001:59	
	3426	VPS	19:20	DFW	21:25	000:45	002:05	
1	3340	DFW	22:10	XNA	23:22		001:12	
	XNA	012:09						007:46
2	3599	XNA	12:31	DFW	13:49	002:46	001:18	
	3595	DFW	16:35	LBB	17:44	000:30	001:09	
	3595	LBB	18:14	DFW	19:29	000:56	001:15	
2	3693	DFW	20:25	GRR	23:54		002:29	
	GRR	012:02						011:23
3	3410	GRR	12:41	ORD	12:45	002:15	001:04	
	3765	ORD	15:00	YYZ	17:38	000:42	001:38	
	3623	YYZ	18:20	ORD	19:14	000:56	001:54	
3	3839	ORD	20:10	LIT	21:54		001:44	
	LIT	011:36						010:58
4	3313	LIT	10:30	DFW	11:50		001:20	
								002:20
Credit: 017:15							019:07	032:27
TAFB: 068:14								
Crew Comp: 1 F2								

Reserve Calendar Tab



PBS Schedule Calendar Download


- Download Schedule Button – download your calendar in .ics file format for use in a number of calendar programs such as Google Calendar, and Apple iCal.
- Downloading the .ics file from the Safari browser is currently not supported.



Note: The downloaded PBS Schedule will only display activities and/or absences shown on your PBS-Awarded Schedule. Any changes (dropped trips, OT, trip trades, flight changes, absences, cancelations, reassignments, etc.) that occur after awards are posted will not be shown. Always refer to DECS, AVRS, or CCI for your most up-to-date schedule.

Pairings Tab

The screenshot displays the Pairings Tab interface. At the top, there is a header bar with the text "Pairings (1082)" and several icons: an eye (show/hide), a checkmark (select/deselect all), a dropdown menu (sort by), a downward arrow (descending order), a printer (print), a plus sign (enable bid mode), a checkmark (award), and a circle with a slash (avoid). Below the header is a calendar view for the current month, with the selected date being the 6th. The selected pairing is 08101, with a check-in time of 05:42 and a check-out time of 13:16. The credit value is 004:50 and the TAFB is 007:34. The calendar shows days 1 through 23.

 Show/Hide: Select which columns to show or hide; check mark indicates selected


 Select/Deselect all pairings

 Sort by: drop down menu to choose how pairings are listed

 Order by: Sort pairings in ascending order

 Order by: Sort pairings in descending order

 /  Enable/Disable bid mode

 Show Pairings Report: Shows all information on selected pairings

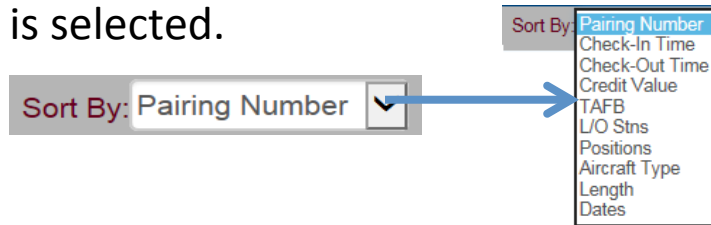
 Print the list of Pairings

 Award: Inserts the selected pairings into the bid as an Award preference

 Avoid: Inserts the selected pairings into the bid as an Avoid preference

Pairings Tab Notes

- Pairings are listed in numerical order by pairing number, unless a different option is selected.



**“DAYS”
Pairing Length**

- “Days” refers to the length of a sequence, NOT departure date.

22102	Check-In 07:30	Check-Out 12:51	Credit Value 009:40	GNV	F1	EM4	02 Days																						
TAFB 029:21																													
31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1

- Pairing start dates are circled green if a search is performed that includes: date range, day of the week or a specific date.

Pairing list for If Departing On Feb 1, 2018, Feb 5, 2018, Feb 14, 2018, Feb 19, 2018, Feb 23, 2018, Feb 27, 2018																											
	Wed	Thr	Fri	Sat	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Tue	Wed	Thr	Fri	Sat		
22102	Check-In 07:30		Check-Out 12:51		Credit Value 009:40		GNV		F1		TAFB 029:21																
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
22105	Check-In 07:30		Check-Out 15:10		Credit Value 010:00		CMH		F1		TAFB 031:40																
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
22108	Check-In 07:30		Check-Out 15:03		Credit Value 011:45		GNV		F1		TAFB 031:33																
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		

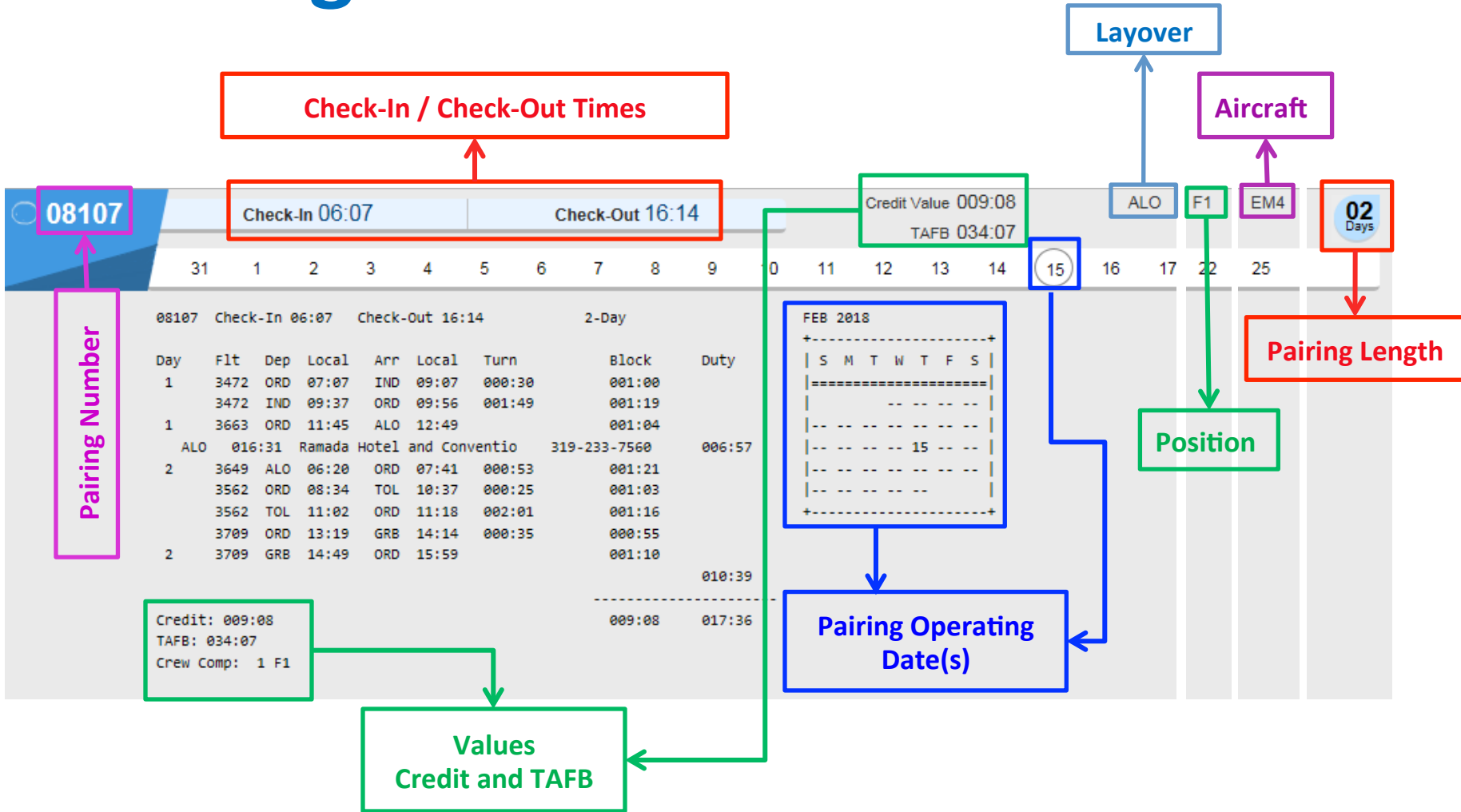
Date List

Apply Reset

Back To Depart On

< FEB 2018 >						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	01	02	03

Pairing Details



Bids Tab

Here you will enter, edit, analyze, and submit your Monthly Bid.


Remember:

- System must be online to submit a any type of bid.




- Bid Period has to be open to submit a Current bid.
- Don't use the **“SAVE”** button the bid information will be lost.
- Always use the **“Submit”** button.





- The **“Submit”** button will show  inactive if you haven't made any changes to your bid or you have submitted it.


Bidding Tools Available


The following buttons are used to create, edit, and analyze your bid preferences.


 Remove the bid preference and save it to the clipboard.


 Copy - copy a bid preference to the clipboard.

 Paste copied or cut bid preference.


 Delete the selected bid preference.


 Move selected bid preference up. The button is inactive if the preference can't be moved.


 Move selected bid preference down. The button is inactive if the preference can't be moved.


 Open or close the Bid Preference Editor. You must have a bid group started.


 Open the Bid Preference Editor.


 Add a bid preference above the selected bid preference.

 Add a bid preference below the selected bid preference.

 This button is only accessible if you have selected a bid preference. This button opens a list that allows you to cut, copy, delete, edit, or analyze a bid.

 Open the bid analyzer with pairing reports below the bid.

 Show bid analyzer results in your bid.

 Show/Hide analyzer information. Use this to customize the information that is displayed.

Bidding with Vacation

30 Day Month		31 Day Month	
Available Days	Prorated Days Off	Available Days	Prorated Days Off
29-30	11	30-31	11
26-28	10	27-29	10
24-25	9	24-26	9
21-23	8	22-23	8
18-20	7	19-21	7
15-17	6	16-18	6
13-14	5	13-15	5
10-12	4	10-12	4
7-9	3	8-9	3
5-6	2	5-7	2
2-4	1	2-4	1
1	0	1	0

When you have vacation in the bid month, the minimum number of days off outside of your vacation block will depend on whether you have a pairing line or a reserve line.

- **Reserve lines** from NAVBLUE will have 11 days off outside of your vacation. Extension (VG) days will count toward the 11 days off.
- **Pairing lines** from NAVBLUE will allocate days off based on your days of availability as shown in the table. Extension (VG) days will count toward days off.

For more information about bidding with vacation, refer to Section 8 of the contract.

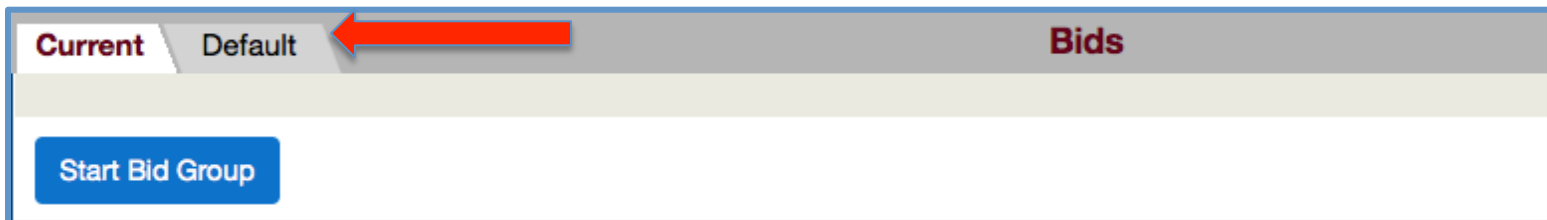
Section 3 - 3

Bidding Process

- ✦ Bid Types
- ✦ Bid Preference Editor
- ✦ Bid Preferences
 - ✦ Prefer Off Bid Preferences
 - ✦ Prefer Off Bid Notes
 - ✦ Award Pairings Bid Preferences
 - ✦ Any vs. Every Bid Preferences
 - ✦ Limit Bid Preferences
 - ✦ Avoid Bid Preferences
 - ✦ Deadheads & Award / Avoid
- ✦ Instructions Bid Preferences
- ✦ Set Condition Bid Preferences
 - ✦ ESNBG - Else Start Next Bid Group
 - ✦ Credit Window Notes
- ✦ Waive Bid Preferences

Bid Types

DEFAULT BID	CURRENT BID
<ul style="list-style-type: none">• Can be modified at any time• Carries over from month to month• Erased if FA changes bases or has TDY• Will only be used if no current bid exists• Yellow background	<ul style="list-style-type: none">• Can be modified during the bid period• Does not carry over• Erases each bid period• If created will always be read, even if a default bid exists• White Background



Note: The logic does not read both bids and does not jump from one bid to the other. Default bid will be used only if no Current bid exists.

Bid Preference Editor

Use the Bid Preference Editor to enter your search criteria and add options to your bid.

- The **Home** button returns you back to this list but it leaves your last selection checked. If you were adding a Prefer Off bid you would come back here with it selected.
- The **Apply** button adds your bid preference. The **Apply** button remains gray until you have entered the proper criteria. Red text at the top of the bid explains what criteria you are missing to add a bid. On the pairing screen, white text above the list of pairings explains what criteria you are missing to perform a search. For example if you want to add Depart On dates and haven't entered any dates you cannot select the **Apply** button. When the **Apply** button is blue, you can click it to add your preferences to your bid.
- The **Close** button closes the Bid Preference Editor.
- The **Reset All** button returns you back to this list but it removes all selections checked.

Bid Preference Editor	
Home	Close
Apply	Reset All
Start Bid Group	
Prefer Off	
Award Pairings	
Avoid Pairings	
Instruction	
Set Condition	
Waive	

Bid Preferences

A single, numbered line of a bid group representing a Positive or Negative bid.

Negative Bids

- Prefer Off
- Avoid Pairings

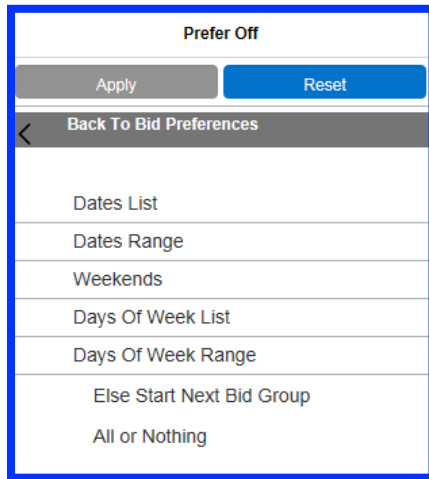
Negative bids remove pairings from the available pairing pool. With negative bids only one instance of the bid attribute within the pairing must match the bid preference.

Positive Bids

- Award Pairings

Positive bids take pairings from the available pool and add them to your block. With positive bids, the PBS Scheduler looks for pairing attributes that match the bid preference. This is an all inclusive preference. Therefore the pairing must meet all criteria to be awarded from the pool of available pairings.

Prefer Off Bid Preferences

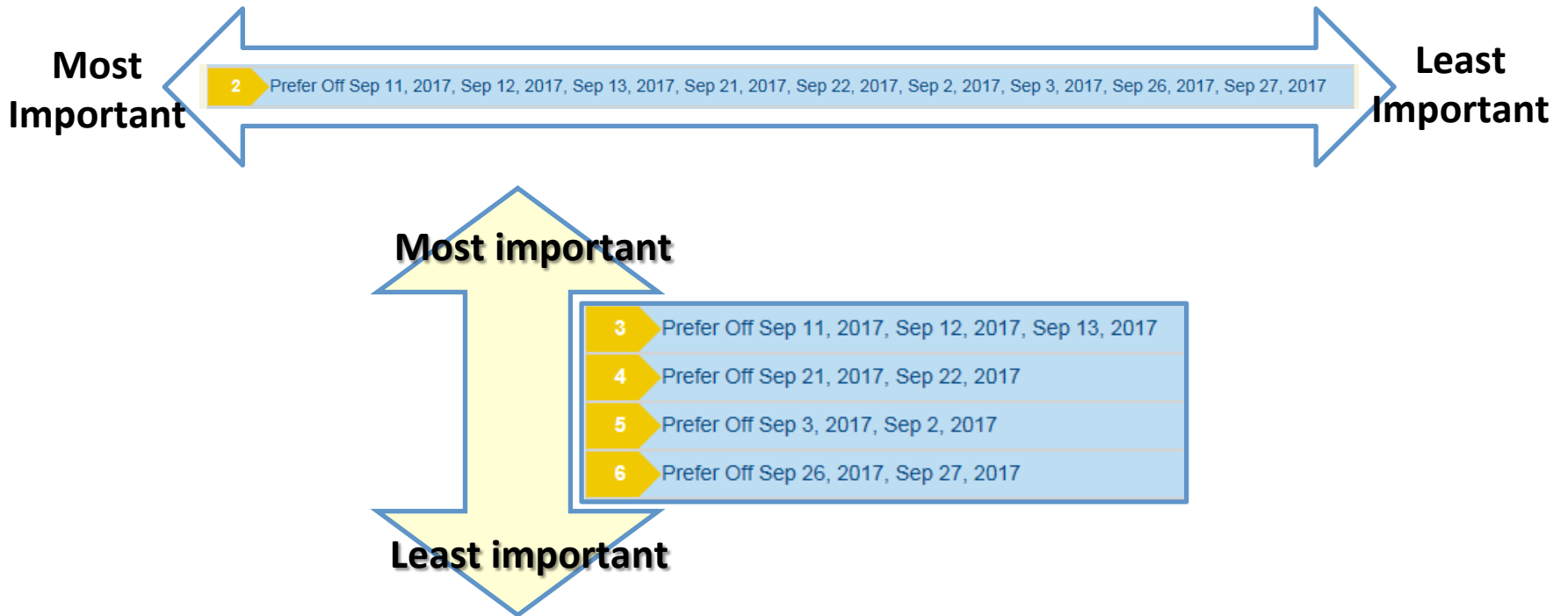


The screenshot shows a mobile application interface for 'Prefer Off' settings. At the top, there are 'Apply' and 'Reset' buttons. Below them is a 'Back To Bid Preferences' button with a left-pointing arrow. The main content area is a list of options: 'Dates List', 'Dates Range', 'Weekends', 'Days Of Week List', 'Days Of Week Range', 'Else Start Next Bid Group', and 'All or Nothing'.

- Prefer Off bid preferences request dates or days off during the bid period. You can select days of the week, specific dates or ranges of days/dates, and times of day that you want to be free of duty.
 - Prefer Off bid preferences are negative bids that exclude pairings from consideration.
 - All Prefer Off bids can be modified with an **“All or Nothing”** or a **“Else Start Next Bid Group”** qualifier.
- **All or Nothing** – Tells the logic that if all days requested can’t be honored then the prefer off bid should be ignored. The logic will continue to read the bid group.
 - **Else Start Next Bid Group** – Tells the logic that if any of the days requested can’t be honored to ignore the bid group and move to the next bid group.

Prefer Off Bid Notes

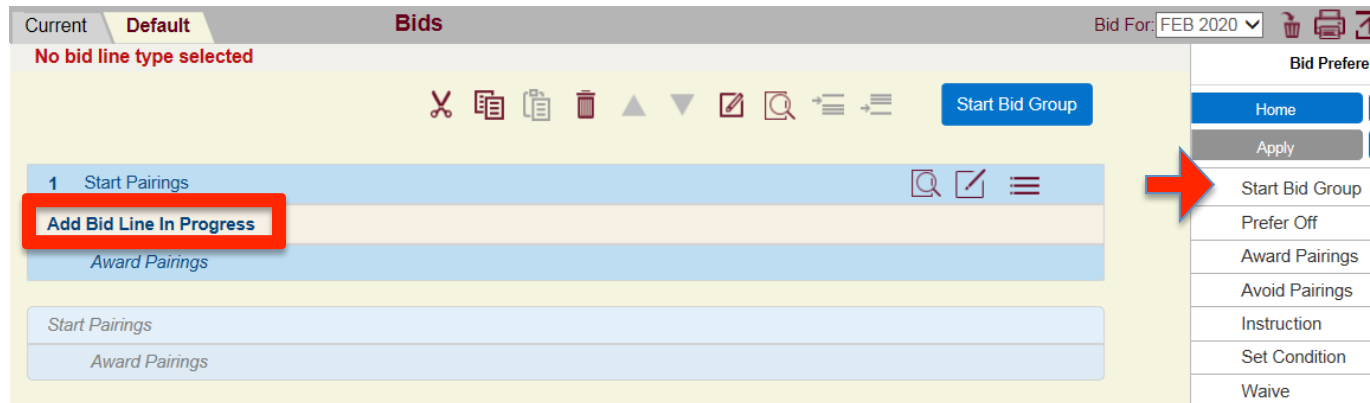
The PBS Scheduler takes the listing order into consideration when honoring the Prefer Off Bid Preferences.



Award Pairings Bid Preferences

Select Start Pairings:

- The following menu opens:



- Select the option that you wish to Add.
- Select Apply each time you wish to add a selected option from the menu to your bid.
- Notice that **Add Bid Line in Progress** is displayed while you are adding to your bid.

Award Pairings Bid Preferences

Aircraft Type
Average Daily Block Time
Average Daily Credit
Carry Out
Deadhead Day
Deadhead Legs
Depart On
Duty Duration
Duty Legs
Duty On
Employee
Enroute Check-In Time
Enroute Check-Out Time
Flight Number
Landings In
Layover
Pairing Check-In Station
Pairing Check-In Time
Pairing Check-Out Time
Pairing Total Block Time
Pairing Total Credit
Pairing In-Period Credit
Pairing Carry-Out Credit
Pairing Length
Pairing Number
Pairing Number Departing On
Position
Sit Length
Total Legs In Pairing
Total Legs In First Duty
Total Legs In Last Duty
TAFB
Credit Per Time Away From Base
Time Off
Limit

- Award Pairings bid preferences identify the things that you want to do and your work preferences.
- Award Pairings bid preferences include options that identify particular characteristics of pairings that you like.
 - Award Pairings bid preferences include pairings for consideration and add pairings to your block.

Any vs. Every Bid Preferences

Any or **Every** options are only available on some of the Award Pairing Bid Preferences.



- If you use **Any** - only one leg of the pairing has to contain the property for it to be awarded.
- If you use **Every** - every leg of the pairing has to contain the property for it to be awarded.

Note: Avoid is defaulted to **Any**. It will remove all pairings where **any** leg has the property that you want to avoid.

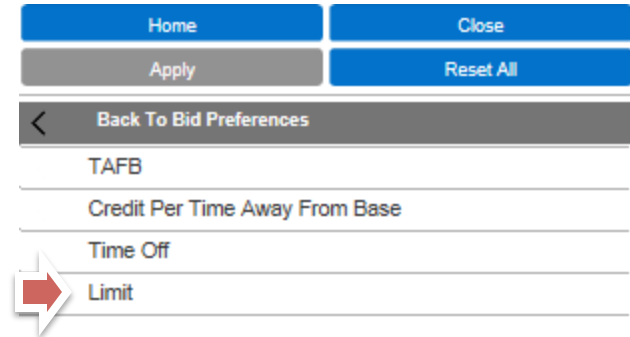
Limit Bid Preferences

- **Limit** is an instruction that may be used on Award bid preferences.
- **Limit** instructs the PBS Scheduler to award only a certain number of pairings meeting the bid preference criteria.
- **Limit** only applies to the bid preference on which it is added, and will not influence any other Award or Avoid bid preferences within your bid.
- **Limit** is most effective when used in conjunction with a lower priority Avoid bid preference.

Limit example bid:

1. Award Pairings If Pairing Length = 4 days Limit 2
2. Avoid Pairings If Pairing Length = 4 days
3. Award Pairings

With this bid, the PBS Scheduler will award you no more than two 4-day pairings, then fill the rest of your schedule with one, two or three-day pairings.



Avoid Bid Preferences

- Excludes pairings from consideration on any Award Pairings bid preferences that follow it in your bid.
- Include most of the same options available in Award Pairings bid preferences, so you can identify types of layovers, stations, duty length, etc., that you don't like.
- It is an All Inclusive option. If you include more than one Preference on the same bid line, it will only avoid pairing(s) that meet all preferences. For example, if you want to avoid all pairings that sign in before 12:00 and you want to avoid all pairings that sign out after 17:00, your bid should include two avoid bid lines (one for each avoid).

Avoid Pairings	
Home	Close
Apply	Reset All
← Back To Bid Preferences	
Aircraft Type	
Average Daily Block Time	
Average Daily Credit	
Carry Out	
Deadhead Day	
Deadhead Legs	
Depart On	
Duty Duration	
Duty Legs	
Duty On	
Employee	
Enroute Check-In Time	
Enroute Check-Out Time	
Flight Number	
Landings In	
Layover	
Pairing Check-In Station	
Pairing Check-In Time	
Pairing Check-Out Time	
Pairing Total Block Time	
Pairing Total Credit	
Pairing In-Period Credit	
Pairing Carry-Out Credit	
Pairing Length	
Pairing Number	
Pairing Number Departing On	
Position	
Sit Length	
Total Legs In Pairing	
Total Legs In First Duty	
Total Legs In Last Duty	
TAFB	
Credit Per Time Away From Base	
Else Start Next Bid Group	

Deadheads & Award/Avoid

- Deadhead legs, for Award and Avoid Bid Preferences, are ignored when determining whether a pairing meets the criteria, with a few **exceptions**:

- **“Landings In”** and **“Duty Legs”** bid preferences will include deadheads only if you select the “Including Deadheads” checkbox.

Click on “Counting Deadhead Legs” to activate the option – a green check mark will appear next to it.

None Selected ▾
Counting Deadhead Legs

None Selected ▾
✓ Counting Deadhead Legs

- **“Flight Number”** bid preferences will always include deadheads.

Home Close

Apply Reset All

< Back To Award Pairings

Any Every

Exactly = ▾

1 ▾

1

Counting Deadhead Legs ✓

Deadheads & Award/Avoid

Examples

Bid Preference	Meaning
Avoid Pairings If Any Landings In YYZ	I don't want any pairings that have working legs into YYZ, but I don't mind deadheading there.
Avoid Pairings If Any Landings In (Counting Deadhead Legs) YYZ	I don't want to go to YYZ, even if it's just a deadhead.
Award Pairings If Every Duty Legs < 4 legs	I want to be awarded pairings that work no more than 3 legs per duty.
Award Pairings If Every Duty Legs (Counting Deadhead Legs) < 4 legs	I want to be awarded pairings that have no more than 3 legs per day, even if some of them are deadheads.
Award Pairings If Any Flight Number 3300	I want to be awarded pairings with flight number 3300. I understand this could be a working leg or a deadhead leg.
Award Pairings If Every Aircraft Type E7M	I want pairings where all the working legs are on the E7M. I understand I might get an E7M pairing that has deadheads on an EMJ or CRJ.

Instructions Bid Preferences

Clear Schedule and Start Next Bid Group

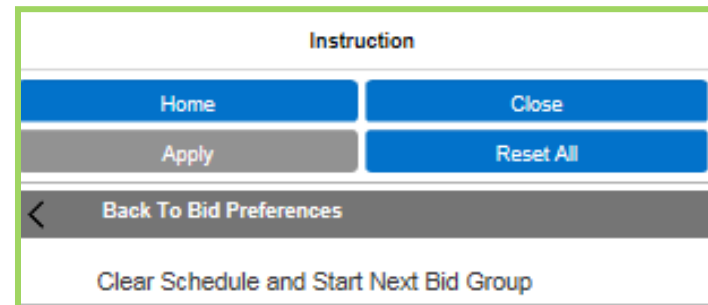
- This bid preference will instruct the PBS Scheduler to move to your next bid group if it has not reached line completion. This bid option is only available for use in “Start Pairings” bid groups.
- **Any bid group with this instruction must honor all of your Avoid, Prefer Off, and Set Condition preferences within that bid group 100%.** The bid group will not reach the generic “Award Pairings” or enter denial mode; instead the PBS Scheduler will continue on to the next bid group.
- A Clear Schedule and Start Next bid is forced to the bottom of your bid group. Any bid preferences added to that bid group are forced above the Clear Schedule and Start Next bid preference.

Instructions Bid Preferences

Clear Schedule and Start Next Bid Group

Remember:

- Bid Groups are independent of each other.
- Bid Preferences are only relevant for the bid group they are contained in.
- Any Pairings awarded from previous bids are removed if a **Clear Schedule and Start Next Bid Group** is triggered.



Instructions Bid Preferences

Clear Schedule and Start Next Bid Group

Guidelines

If you use **Clear Schedule and Start Next Bid Group**, keep the following points in mind:

1. The PBS Scheduler only uses the specific bid preferences you provide in the bid group; optimization such as substitution and shuffling is performed to try to complete your schedule prior to executing the Clear Schedule and Start Next Bid Group command.

Instructions Bid Preferences

Clear Schedule and Start Next Bid Group

2. If you use this command in your last bid group and PBS is not able to complete a block (line), it will use the system-generated bid groups to complete your block. This means that the PBS Scheduler will attempt to build you a pairings block using the Award Pairings system-generated bid preference. If a complete block still cannot be built the PBS Scheduler attempts to build you a Reserve block.
3. A warning message will be displayed when a bidder submits a bid with a **Clear Schedule and Start Next (CSSN)** bid preference in a bid group without adding a bid group below it. The number in square bracket indicates the bid group that has the CS or ESNBG, but no additional bid below.



Set Condition Bid Preferences

- There are two ways that Set Condition bids are placed in the bid group:
 1. They are placed automatically at the top of the bid group, or
 2. They may be moved above or below Avoid and Prefer Off bid preferences.

They are forced above Award bid preferences.

- Make sure you consider the order in which bid preferences are denied, particularly if some of your Avoid Pairings and Prefer Off bid preferences are more important to you than the Set Condition bid preferences.

The screenshot shows a mobile application interface for setting bid preferences. At the top, there is a title 'Set Condition'. Below the title are four buttons: 'Home', 'Close', 'Apply', and 'Reset All'. A navigation bar below the buttons contains a back arrow and the text 'Back To Bid Preferences'. The main content area is a list of bid preferences, each with a horizontal line below it:

- Pattern
- Maximum Days On In A Row
- Minimum Days Off In A Row
- Maximum Credit Window
- Minimum Credit Window
- Minimum Base Layover
- Consecutive Days Off In A Row
- Days Off With Employee
- Days Off Opposite Employee

Set Condition Bid Preferences

Set Condition bid preferences tells the PBS Scheduler something about your Line by setting a global condition of some type, such as:

Pattern

Tells the system to create a line that follows a pattern of days on and days off. You can specify a range of days on, and a minimum number of days off between duty periods.

Maximum Days On In a Row

Tells the system to build a block with a set number of days on in a row.

Minimum Days Off In a Row

Tells the system to build a block with a set number of days off in a row.

Maximum Credit Window

Tells the system to award you a line as close as possible to the maximum allowed credit window.

Minimum Credit Window

Tells the system to award you a line within the minimum credit window.

Minimum Base Layover

Tells the system to create a line that provides a minimum amount of layover time at your base.

Set Condition Bid Preferences

Consecutive Days Off in A Row

Tells the system to award a block with a number of consecutive days off in a row. You may assign a Date Range to this set condition.

Remember: if you request two or more blocks of the same range in the same bid group you will be required to specify a date range on each block.

Days Off With Employee

Tells the system to build a block with days off with a more senior crew member. A day off is defined as a day that contains no working activities. A non-working absence is considered a day off (this will apply to both FAs).

Days Off Opposite Employee

Tells the system to build a block with days off, within the bid period, opposite a more senior crew member. A day off is defined as a day that contains no working activities. A non-working absence is considered a day off (this will apply to both FAs).

Note: These two set condition bids may be partially honored in Denial Mode, unless conditioned with ESNBG.

ESNBG - Else Start Next Bid Group

- **Else Start Next Bid Group** is a conditional instruction to the PBS Scheduler. When using the **ESNBG** option, you are telling the PBS Scheduler that if a legal schedule cannot be created using this bid preference, you want it to continue to the next bid group. The PBS Scheduler will STOP processing the current bid group, and start processing the next group.
- **Else Start Next Bid Group** can be added to the end of all Prefer Off and Avoid bids along with certain Set Condition Bids in Pairing and Reserve bid groups.
- A warning message will be displayed when a bidder submits a bid with an **Else Start Next Bid Group** instruction in the last bid group without adding a bid group below it.
- If you use **ESNBG** in your last bid group, the PBS Scheduler will use the system-generated award pairings big group to complete your block. If a complete block still cannot be built, the PBS Scheduler attempts to build you a Reserve block using the system-generated Start Reserve bid group.

Credit Window Notes

- The lowest number of minimum credit lines awarded will never be less than 5% of the domicile population.
- The PBS Scheduler awards pairings normally until your total credit is above the Threshold Value for the applicable Credit Window. At this point PBS will stop adding pairings and your block is complete.
- If the Threshold Value is not achieved, but the total credit is above the Minimum Value, your block is considered complete.
- If your block is not above the Minimum Value, the PBS Scheduler will utilize **Shuffle**, **Denial Mode**, and **SLG** to complete your block.

Minimum Credit Window

Maximum Value (91:00)

Threshold Value (65:00)

Minimum Value (65:00)

Normal Credit Window

Maximum Value (91:00)

Threshold Value (75:00)

Minimum Value (75:00)

Maximum Credit Window

Maximum Value (110:00)

Threshold Value (110:00)

Minimum Value (91:00)

Waive Bid Preferences

Waive bid preferences tell the PBS Scheduler that you want certain rules adjusted or disregarded to build your schedule. Some rules can be completely disregarded, while other rules can only be adjusted.



Minimum 2 Days Off In a Row

Waive the required 2 days off every time you are awarded a day off. This reduces the minimum days off from 2 to 1.

No Same Day Pairings

Allows the PBS Scheduler to award a pairing beginning the same day another pairing ends, providing you meet all legalities.

1 Day Off in 7

Allow 24 hours free from duty in lieu of a calendar day in domicile per 7 day period.

Rest After Training

Waive the required 10 hours rest after training.

Required 10 Hours Rest

Waive the required 10 hours rest between pairings to the minimum legal rest + 45 minutes.

Bid Preferences Example

- The PBS Scheduler reads the Prefer Off and Avoid Pairings preferences and immediately removes all pairings that work on Mondays and Tuesdays (**Bid 2**) and all pairings departing between 1:00 am and 6:00 am (**Bid 3**) from the pairing pool.
- The Scheduler then begins to look for pairings in the available pairing pool that contain at least one layover in Miami or Boston. You will not be awarded a pairing with layovers in Miami or Boston if it works on a Monday or Tuesday or departs between 1:00 am and 6:00 am.
- If the PBS Scheduler enters denial mode, Set Condition, Prefer Off and Avoid Pairing bid preferences are all removed from your bid and your bid is reprocessed adding one by one. The Set Condition, Avoid, or Prefer off that was preventing the logic to complete the block will not be used.

Example:

1. **Start Pairings**
 2. **Prefer Off Monday, Tuesday**
 3. **Avoid Pairings IF Departing on Between 01:00 and 06:00**
 4. **Award Pairings IF Any Layover in MIA, BOS**
- Award Pairings**

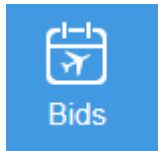
Section 3 - 4

Pairing Bid Construction

- ⊞ Adding a Pairing Bid Group
- ⊞ Import Pairings from Pairing Tab
 - ⊞ Import by Pairing(s) Number(s)
 - ⊞ Import by Pairing(s) Number(s) and Depart on Date
 - ⊞ Import Pairing(s) Filter/Search Information
- ⊞ Buddy Bidding
 - ⊞ Adding a Buddy
 - ⊞ Deleting a Buddy
- ⊞ Pairing Bidding Notes
- ⊞ Pairing Bid Logic
- ⊞ Coverage Award Logic
- ⊞ Credit Window Logic
- ⊞ Pairing Bid Example
- ⊞ Bid Analyzer
 - ⊞ Analyzing a Pairing Bid Group

Adding a Pairing Bid Group

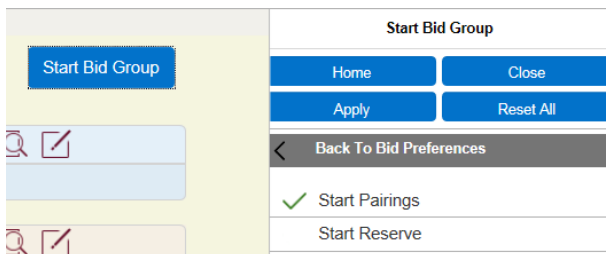
1. Click the **Bids** Tab



2. Select Bid Type - **Current** or **Default** Tab



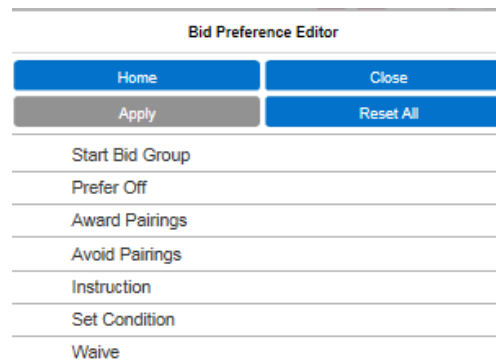
3. Click **Start Bid Group**



4. Click **Apply**

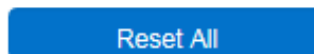


5. Select your preferences on the Bid Preference Editor



6. Click **Apply** to add each bid line

7. Click **Reset All** to clear criteria and start over



Import Pairings from Pairing Tab

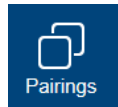
Notes:

- You can bid for Award or Avoid from the Pairing tab.
- You will be able to use up to 6 Pairing Preferences to filter your Pairing(s) search.
- You will need to **Start** a bid group to import pairing from the pairing tab or select the group that the pairings will be imported to.
- You will have 3 options as it comes to import pairing(s):
 - Importing pairing(s) number(s) only,
 - Importing pairing(s) number(s) and departing on date(s), and
 - Importing filter/search information only.
- You can't import using multiple options at once.

Import by Pairing(s) Number(s)

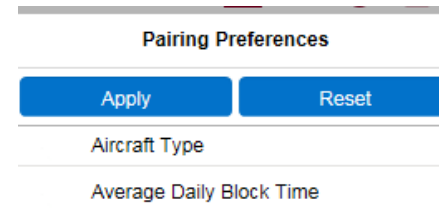
1. Go to the Bid Tab and select a Bid Group to import the Pairing Information.

2. Click Pairings Tab.

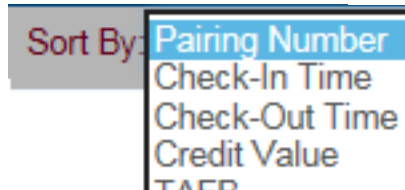


3. Click "Enable add bids mode".

4. Search for Pairings using Pairing Preferences.






And/or use "Sort by" button



5. Click Apply

Import by Pairing(s) Number(s)

6. Click the checkmark to select desired pairing(s). 
7. Click Award  or Avoid  to import pairing(s) number(s) to your bid.
8. Go to your Bid tab and review import.

8 Award Pairings If Pairing Numbers 23180

You will need to manually edit the imported pairing(s) to reflect position.

9. To start a new import from the pairing tab, go to the Pairing Preferences and Click “Reset” .

Pairing Preferences

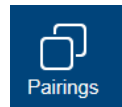
Apply

Reset

Import by Pairing(s) Number(s) and Departing on Date(s)

1. Go to the Bid Tab and select a Bid Group to import the Pairing Information.

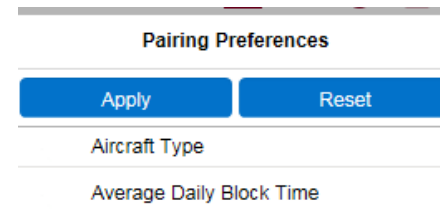
2. Click Pairings Tab.



3. Click "Enable add bids mode".

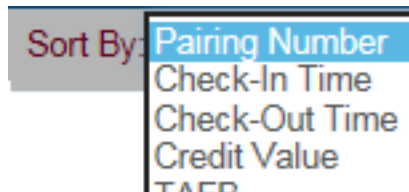


4. Search for Pairings using Pairing Preferences.

A form titled "Pairing Preferences" with two blue buttons labeled "Apply" and "Reset". Below the buttons are two input fields: "Aircraft Type" and "Average Daily Block Time".

Pairing Preferences	
Apply	Reset
Aircraft Type	
Average Daily Block Time	

And/or use "Sort by" button



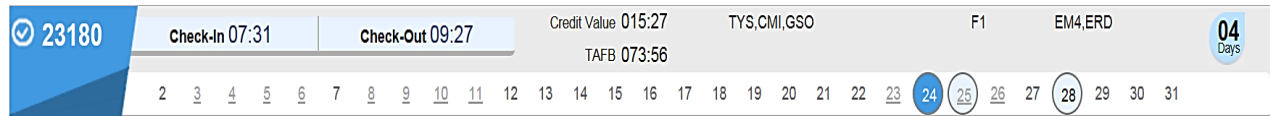
5. Click Apply

6. Click the checkmark to select desired pairing(s).



Import by Pairing(s) Number(s) and Departing on Date(s)

7. If a pairing is scheduled to depart in more than one date, select the desired date. It should highlight dark blue.

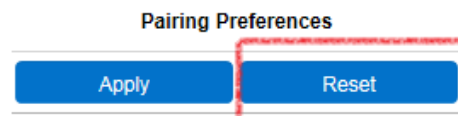


8. Click Award or Avoid to import pairing(s) number(s) to your bid.
9. Go to your Bid tab and review import.

10 Avoid Pairings If Pairing Number 23180 Departing On Mar 24, 2019

You will need to manually edit the imported pairing(s) to reflect position.

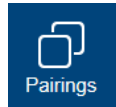
10. To start a new import from the pairing tab, go to the Pairing Preferences and Click “Reset”.



Import Pairing(s) Filter/Search Information

1. Go to the Bid Tab and select a Bid Group to import the Pairing Information.

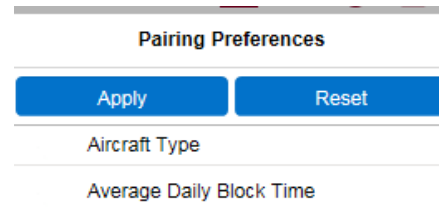
2. Click Pairings Tab.



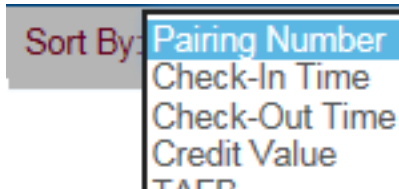
3. Click "Enable add bids mode".



4. Search for Pairings using Pairing Preferences.

A screenshot of the "Pairing Preferences" form. It has a title "Pairing Preferences" at the top. Below the title are two blue buttons: "Apply" and "Reset". Underneath the buttons are two input fields: "Aircraft Type" and "Average Daily Block Time".

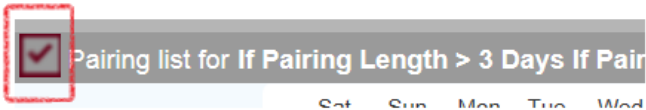
And/or use "Sort by" button



5. Click Apply

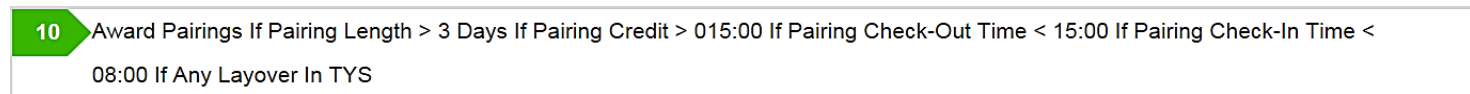
Import Pairing(s) Filter/Search Information

6. Click the checkmark to Enable “Pairing Filtered Award” box



7. Click Award  or Avoid  to import pairing(s) number(s) to your bid.

8. Go to your Bid tab and review import



9. To start a new import from the pairing tab, go to the Pairing Preferences and Click “Reset” .



Buddy Bidding

- A buddy bid lets you identify another crew member to bid with, and tries to create blocks for each buddy that have the same pairings on the same dates.
- Each crew member must enter the other crew member as a buddy for buddy bidding to occur. The senior crew member is processed at the same seniority as the junior crew member.
- Crew members who are buddy bidding with a more junior crew member should also submit a **non-buddied bid group**, even though it won't be used for buddy bidding. If something happens, such as the other buddy forgetting to enter your employee number or entering the wrong employee number, the PBS Scheduler will process their bid at their regular seniority to create their block.

Note: The Buddy bid box is showing all times. However you must ensure to enter the buddy bid number within the correct bid type (Current or Default).

Adding a Buddy

1. Go to the **Bids screen** and choose the Bid Type: **Current or Default**.



2. Click on the red **X** right to the Buddy ID. It will turn into a red checkmark.



3. Enter your Buddy's employee number. **You must to enter 00 + employee number**. The number you enter is red until you have entered a valid employee number. A valid employee number will turn green.



4. Click on the check mark again to lock the employee number. The check mark turns into an **X**.



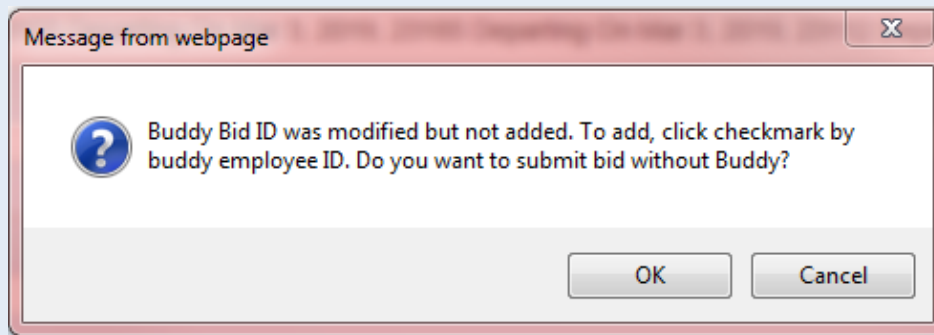
Deleting a Buddy

To delete a Buddy:

1. Repeat steps 1 and 2.
2. Delete the employee number.
3. Click on the red check mark again to lock empty box.

Note:

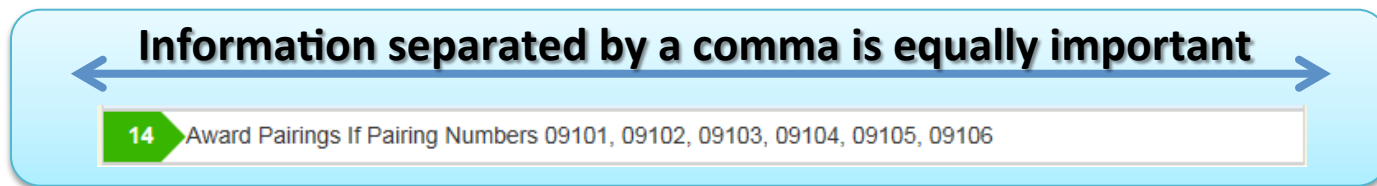
If you do not click on the check mark to lock the box when adding, changing, or deleting a buddy, the following message will be displayed:



Click on the check mark to lock or OK if you want to continue without locking.

Pairing Bidding Notes

- The PBS Scheduler considers items (departure dates, pairings, etc.) within a comma separated list on the same **Award/Avoid** bid line to have equal preference.



- If something is more important to you than another, it should be on a separate bid line entered in priority order.



Pairing Bid Logic

- Starting at the top of your Pairings bid group, the PBS Scheduler reads each of your bid preferences and remembers all restrictions you specify. The PBS Scheduler must honor all Set Condition, Prefer Off, and Avoid Pairings bid preferences.
- When the PBS Scheduler reaches your first Award Pairings bid preference, it searches the pool of available pairings (now restricted by any prior Prefer Off and Avoid Pairings bid preferences) and begins awarding pairings that match this preference.
- Each attempt to place a pairing in your block undergoes a rules check to ensure that the resulting block is legal. If the PBS Scheduler has awarded as many pairings that match this Award preference as possible and your block is not complete, it moves on to the next bid line. The PBS Scheduler continues to read your bid until it completes your block or reaches the last bid line .

Pairing Bid Logic

- Once your block is complete, the PBS Scheduler stops processing your bid, even if it has not read all the bid lines.
- If your block is still not complete when the PBS Scheduler reaches your last bid line, it reads the system-generated bid preference, Award Pairings, and begins to fill your block by awarding any available pairings that respect your Prefer Off, Avoid Pairings, and Set Condition bid preferences.
- If the block is still not complete, the PBS Scheduler tries to replace pairings with alternatives that match the same or lower bid preferences and still honor your Set Condition, Prefer Off, and Avoid Pairings bid preferences. For example, the PBS Scheduler may remove one pairing that matches bid preference 6 and replace it with two pairings that match bid preference 7 to complete the block. This action is called **Shuffling**.

Pairing Bid Logic

Shuffling only considers pairings that have been awarded by Award bid preferences that appear after the last negative bid preference in the bid.

- Note that shuffling tries create a complete block by replacing pairings that match a higher bid with pairings that have more credit value.
- Shuffling is the only time when pairings that match a lower bid may be awarded instead of pairings that match a higher bid.
- If shuffling does not produce a complete block, the PBS Scheduler enters **Denial Mode**.

Pairing Bid Logic

- In **Denial Mode**, the PBS Scheduler deletes your Set Condition, Prefer Off, and Avoid Pairings bid preferences.
- The PBS Scheduler clears your block and goes back to the top of your bid, and starts processing each bid preference again. The PBS Scheduler continues to re-add deniable bid preferences, reprocessing your bid until it reaches the credit window.

Pairing Bid Logic

Denial Mode handles certain deniable bid preferences differently than others.

- Set Condition and Avoid Pairings bid preferences are removed completely, even if you have more than one option on the bid preference, such as Landings In AGU, YYZ.
- Prefer Off bid preference options are removed one at a time if you have more than one option on the bid preference, such as a list of preferred days off. In this case, Denial Mode removes the date at the end of the list first, and works towards the left if it needs to remove additional days or dates.

The PBS Scheduler tries to get every block above the threshold credit value. However, as long as your block is above the minimum credit value, the PBS Scheduler does not go into **Denial Mode** to force your block above the threshold credit value.

Pairing Bid Logic

- If **Denial Mode** has removed all deniable bid preferences without producing a complete block, the PBS Scheduler tries to create a block using only the Award bid preferences.
- If the PBS Scheduler still can't create a block, it makes a final attempt using only the system-generated Award Pairings bid preference. This final attempt, called **secondary line generation (SLG)**, ignores all preferences and performs an exhaustive search to find you a complete block.
- If you don't have any deniable bid preferences, **Denial Mode** goes directly to the final completion attempt and attempts to find you a complete block using **SLG**.

Coverage Award Logic

Coverage Awards will occur when there is an excessive amount of pairings remaining in open time on a certain date(s). Some of these pairings must be assigned to ensure adequate operational coverage.

- Stacks are groups of pairings operating within a critical period that remain unassigned. Stacks may result from spikes in the flight schedule or an abnormally high number of requests for the same day off, such as Thanksgiving or Christmas Day.
- The PBS Scheduler begins awarding pairings from the stack(s) in inverse seniority order, subject to legalities and pre-awards.
- After awards are published, coverage award pairings can be treated as any other awarded pairing for swapping, dropping and trading purposes.

Coverage Award Logic

- **Coverage Awards** are assigned before any bid preferences. The PBS Scheduler attempts to match your coverage award(s) with your **award/avoid** bid preferences.

```
Coverage Awards
09403      2017-08-31 (019:53)  from Bid 13  (F1)
(1 Awarded, Running total: 019:53)
```

```
<< Default Bid >>
-----
1.  Start Pairings
2.  Waive Minimum 2 Days Off In A Row
Honored
3.  Set Condition Minimum Credit Window
Honored
4.  Prefer Off Sep 21 2017 - Sep 24 2017
```

- Once a pairing from a stack has been forced onto a block, the pairing is marked as unmovable and can't be swapped or substituted from the block. The rest of the block must be built around the pairing or pairings awarded for coverage, using the Crew member's bid.

- Coverage awards are colored purple on the bid result.

Cr:065:23 Days Off: 16 TAFB: 302:32	BNA	CMI	GRB				CMI	SW	SFS				XNA	MEM	CMH				SUX	MLJ	TOL
	11:20		18:59				06:00		18:44				07:50		11:04				06:05		18:55
	019:53						018:36						038:47						008:07		
	09403						09195						13149						09231		
	F1					F1						F2						F1			

- Coverage awards are listed in the order in which they were awarded by the PBS Scheduler on the Reasons Report.

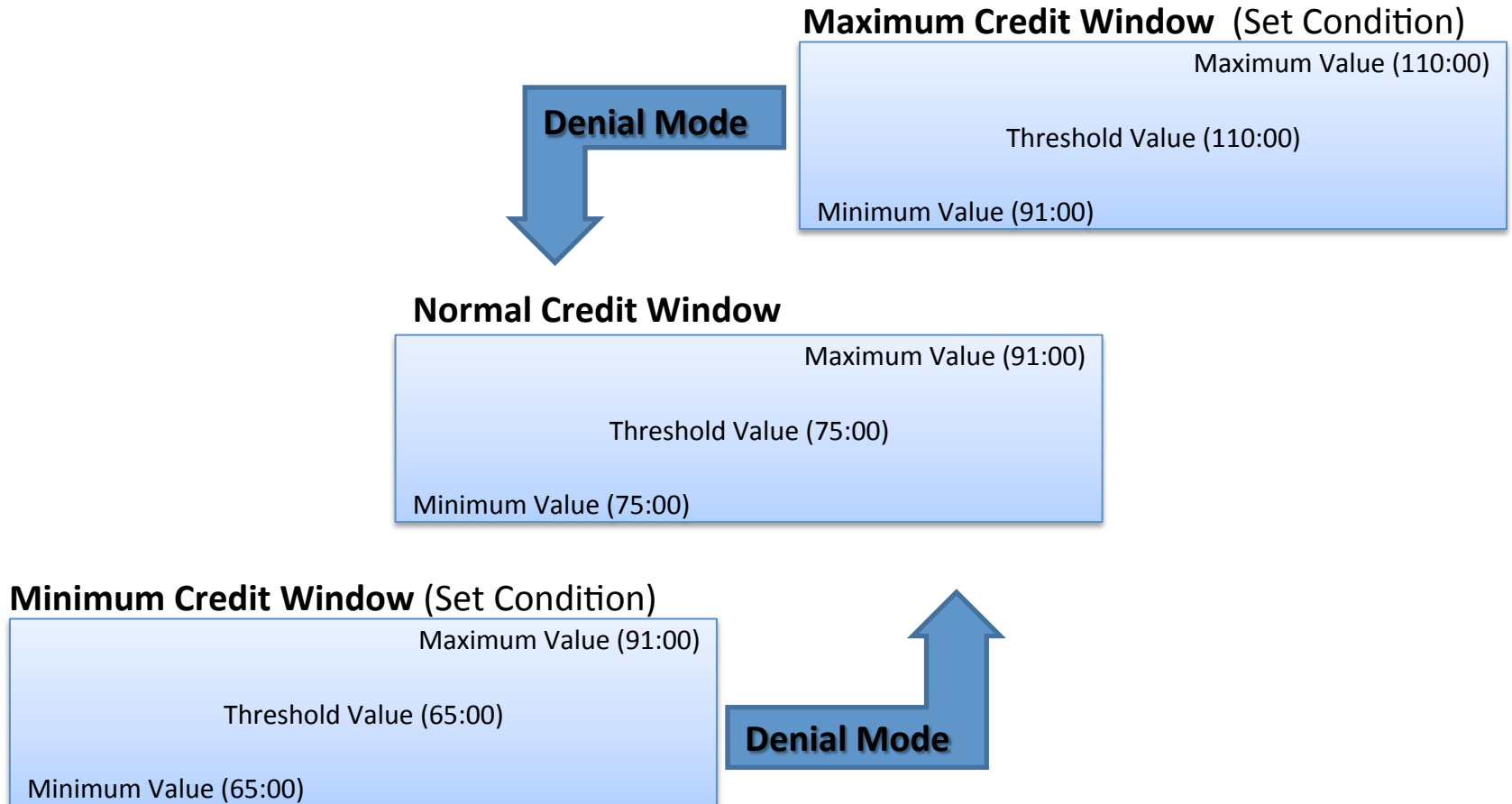
Credit Window Logic

- The PBS Scheduler utilizes three separate, biddable Credit Windows for awarding full-time blocks. The bid preferences determine which Credit Window is used for bid processing.
- Each Credit Window (Maximum, Normal and Minimum Credit) is comprised of three Credit Values (Maximum, Threshold and Minimum Value) which are utilized by the PBS scheduler in processing the bids.
 - If a Crewmember bids Set Condition Maximum Credit, the global parameters for the bid are set to the Maximum Credit Window.
 - If a Crewmember does not have a preference for credit, the global parameters for the bid default to the Normal Credit Window.
 - If a Crewmember bids Set Condition Minimum Credit, the global parameters for the bid are set to the Minimum Credit Window.

Credit Window Logic

- For any given completion attempt, the PBS Scheduler awards pairings normally until your total credit is above the Threshold Value for the applicable Credit Window. At this point the PBS Scheduler stops adding pairings and your block is complete.
- If Threshold Value is not achieved, but the total credit is above the Minimum Value, your block is considered complete—the PBS Scheduler will not utilize Shuffling or Denial Mode to force your block above the Threshold Value.
- However, if your block is not above the Minimum Value, the PBS Scheduler will utilize Shuffling and, if necessary, Denial Mode to complete your block.

Credit Window Logic



Pairing Bid Example

Jack is a commuter from STL based in Chicago. Jack can't typically get to ORD when he commutes until 10am and has to leave by the 6pm flight out to avoid another night in a commuter hotel. Jack really doesn't care when he works or where he goes although he typically likes one pairing to BWI per month. His anniversary is this month and he would like to be off from the 14th to the 17th, in that order of priority. One thing that Jack likes to do is sleep at home whenever he can!

1. Start Pairings
2. Prefer Off Dec 14, 2017 - Dec 17, 2017
3. Award Pairings If Layover In BWI If Pairing Check-In Time > 09:59 If Pairing Check-Out Time < 18:01 Limit 1
4. Avoid Pairings If Pairing Check-In Time < 10:00
5. Avoid Pairings If Pairing Check-Out Time > 18:00
6. Award Pairings If Layover In STL
Start Pairings
Award Pairings
Start Reserve

Pairing Bid Example

Jen likes to have the PBS system work for her. She lives in base and doesn't really care when she shows and checks out. Jen likes layovers in Mexico, preferably ones with at least 18 hours of layover time. She would rather do MZT, but doesn't mind AGU or SLP if she can't get MZT. She can always hold the Mexico pairings that depart on Mondays, her preference. There was, however, one pairing that caught her eye. Pairing 13059 really looked appealing and she wants to get this before anything else, but only one since it looks like a tough one. If she has to fill her block up to complete it, she would prefer one or two-day pairings.

1. Start Pairings
2. Award Pairings If Pairing 13059 Limit 1
3. Award Pairings If Departing on Monday If Layover In MZT If Layover Duration > 018:00
4. Award Pairings If Departing on Monday If Layover In AGU, SLP If Layover Duration > 018:00
5. Award Pairings If Pairing Length Between 1 days And 2 days
Start Pairings
Award Pairings
Start Reserve

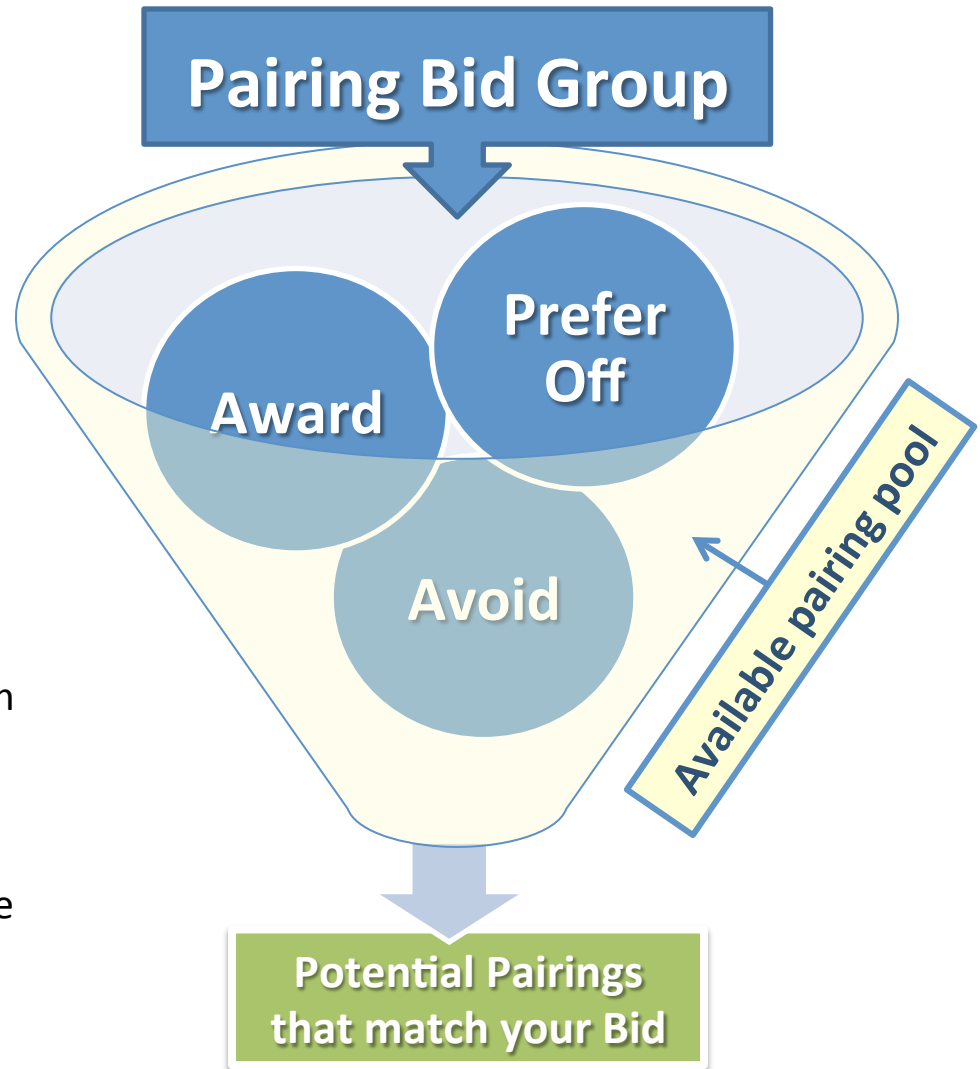
Bid Analyzer

- The Bid Analyzer is a tool that shows you how many pairings match a negative or positive bid preference.
- It shows you how your bid affects the available pairing pool. You can use this information to determine how effective a bid preference or your entire bid group is.
- For example, if a bid preference doesn't match any pairings in the available pool it won't have any affect on your award. If your negative bids remove a large number of pairings or all pairings from your pairing pool, some of your bids will be denied.

Note: The Analyzer only determines the effectiveness of your Pairing Bid. Just because a pairing is within the pairing pool does not necessarily mean it will be awarded. The Analyzer does NOT consider seniority.


Bid Analyzer

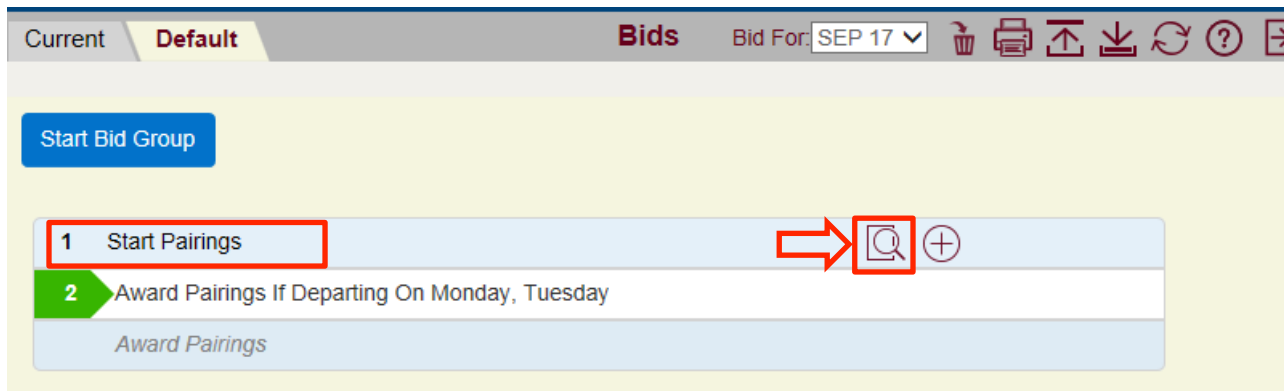
- Analyzes a **Pairing Bid Group**.
- **Does not** takes into account **Set Condition or Waive Bid Preferences**.
- On a **negative** bid, the analyzer shows you how many pairings are removed from the available pairing pool.
- On a **positive** bid, the analyzer shows you how many potential pairings are in the pairing pool.
- You can use the bid analyzer to evaluate a single bid line or your entire bid group.




Analyzing a Pairing Bid Group

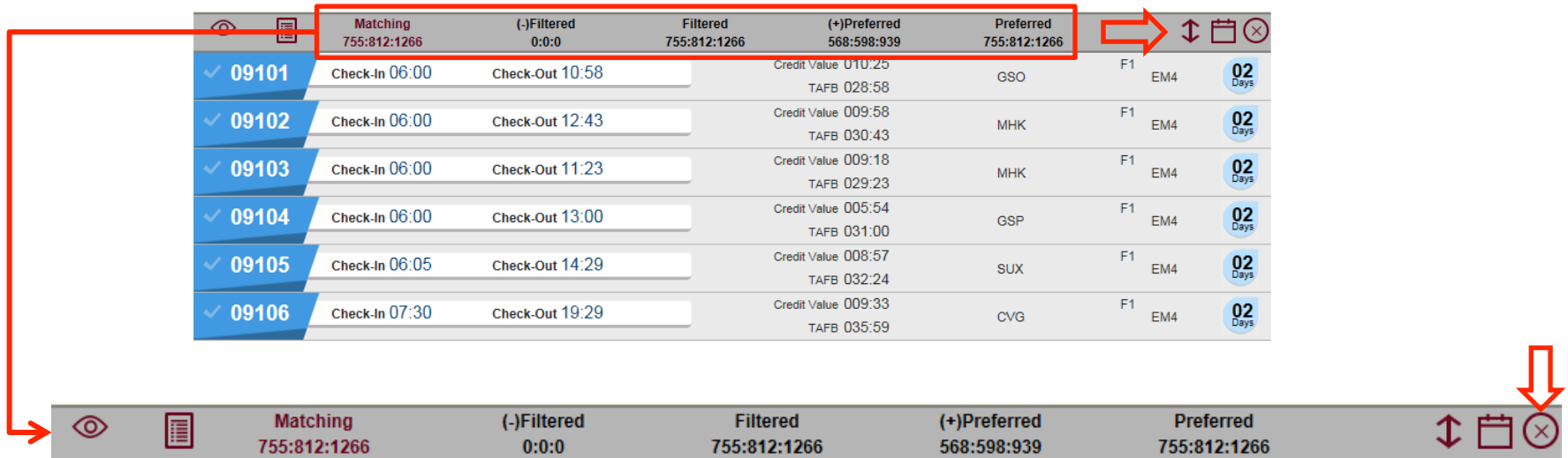
To use the Bid Analyzer on a Pairing Bid Group:

1. Add an Award/Avoid Pairing Bid Preference.
2. Click the Start Pairings to highlight the bid group.
3. Click the analyzer button.  The Bid Analyzer opens at the bottom of the screen.



Analyzing a Pairing Bid Group


4. Click the expand button  to view the results in full screen. The results are a list of pairings that match the bid group.



	Matching 755:812:1266	(-)Filtered 0:0:0	Filtered 755:812:1266	(+)Preferred 568:598:939	Preferred 755:812:1266	
✓ 09101	Check-In 06:00	Check-Out 10:58		Credit Value 010:25 TAFB 028:58	GSO	F1 EM4 02 Days
✓ 09102	Check-In 06:00	Check-Out 12:43		Credit Value 009:58 TAFB 030:43	MHK	F1 EM4 02 Days
✓ 09103	Check-In 06:00	Check-Out 11:23		Credit Value 009:18 TAFB 029:23	MHK	F1 EM4 02 Days
✓ 09104	Check-In 06:00	Check-Out 13:00		Credit Value 005:54 TAFB 031:00	GSP	F1 EM4 02 Days
✓ 09105	Check-In 06:05	Check-Out 14:29		Credit Value 008:57 TAFB 032:24	SUX	F1 EM4 02 Days
✓ 09106	Check-In 07:30	Check-Out 19:29		Credit Value 009:33 TAFB 035:59	CVG	F1 EM4 02 Days

Matching 755:812:1266 (-)Filtered 0:0:0 Filtered 755:812:1266 (+)Preferred 568:598:939 Preferred 755:812:1266

Matching 755:812:1266 (-)Filtered 0:0:0 Filtered 755:812:1266 (+)Preferred 568:598:939 Preferred 755:812:1266

5. Click  to close the Analyzer.

Analyzing a Pairing Bid Group

Matching	(-)Filtered	Filtered	(+)Preferred	Preferred
755:812:1266	0:0:0	755:812:1266	568:598:939	755:812:1266

There are 3 sets of numbers below each heading (**755:812:1266**). These numbers indicate the number of pairings, pairings on dates and pairing instances.

- Pairings – how many pairings match the bid preference (**755**).
- Pairings on dates – how many times the pairings operate in the bid period (**812**).
- Pairing Instances – how many positions are available on the pairings in the bid period (**1266**).

Analyzing a Pairing Bid Group

Understanding the Results:

Matching	(-)Filtered	Filtered	(+)Preferred	Preferred
755:812:1266	0:0:0	755:812:1266	568:598:939	755:812:1266

- **Matching** → how many pairings match the bid group.
- **(-) Filtered** → how many pairings have been removed by a negative bid preference. These pairings won't be awarded unless **denial mode** is used.
- **Filtered** → how many pairings are in the available pairing pool. This is the number of pairings that PBS Scheduler will consider when awarding your block unless **denial mode** is used.
- **(+) Preferred** → how many pairings have been added to the Preferred Pairing pool.
- **Preferred** → how many pairings are in the preferred available pairing pool. These are the number of pairings that match your bid preferences (what you have requested in your bid group).

Section 3 - 5



Reserve Bid Construction

- ✦ Reserve Bidding
- ✦ Adding a Reserve Bid Group
- ✦ Reserve Bidding Options
- ✦ Reserve Bidding Set Conditions
- ✦ Reserve bidding Waive Notes
- ✦ GDO - Reserve Golden Day Processing
- ✦ Reserve Bid Logic

Reserve Bidding

The contract provides that reserve FAs will have:

- 11 days off in the bid month.

The default distribution of these days is: one block of 4 days off, one block of 3 days off, and two blocks of 2 days off (4-3-2-2).


- No single day off between reserve blocks.
- No single reserve day. However, you can request a single RSV day if the single day is adjacent to working day (s). For example: a working day from the previous bid month, training, etc.
- Day off periods may not be separated by less than two (2) days of availability or by more than six (6) days of availability.

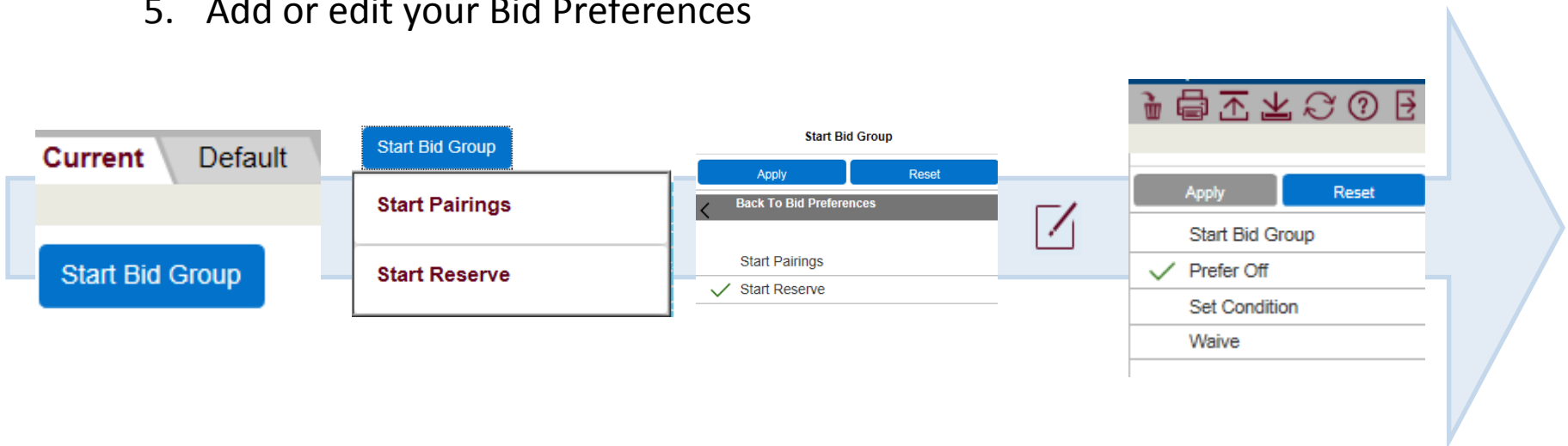
Reserve Bidding

Remember: RBL and RWO lines can only be bid during the **Pre-Bid** process. This section only refers to creating a **Reserve Bid Group** within your bid in the PBS Scheduler (NAVBLUE).

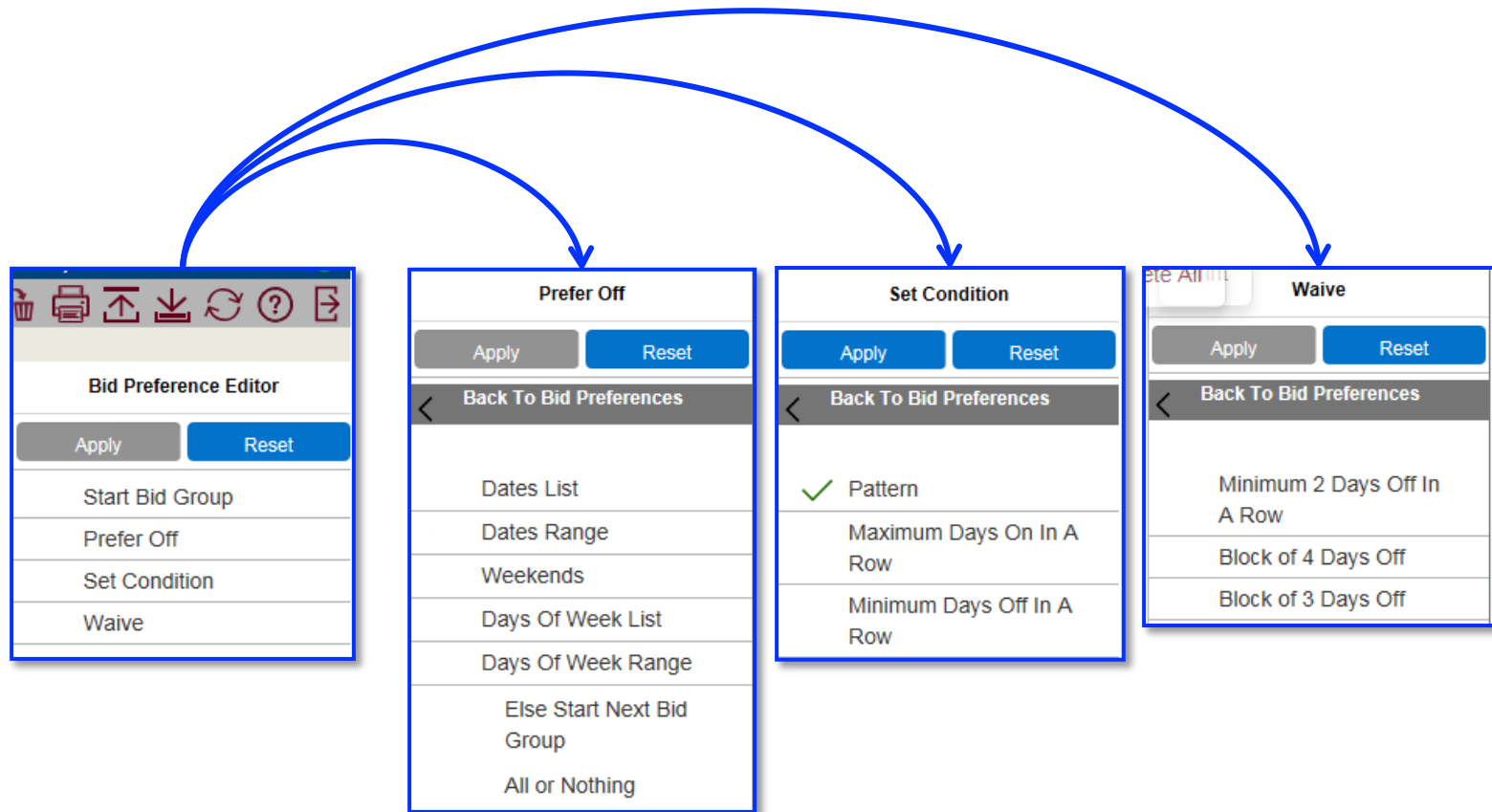
- **The Start Reserve** bid instructs the PBS Scheduler to build you a reserve schedule.
- The PBS Scheduler does not move back to your previous bid groups. All preferences must be restated in each bid group.

Adding a Reserve Bid Group

1. Click **Start Bid Group**
2. Click **Start Reserve**
3. Select **Apply**
4. Open the **Bid Preference Editor**  in the Reserve Bid Group/Line
5. Add or edit your Bid Preferences



Reserve Bidding Options



Note: For all **Prefer Off** options, please refer to the Prefer Off in the **Bid Preferences Section**.

Reserve Bidding Set Condition

Set Condition	
Apply	Reset
Back To Bid Preferences	
✓	Pattern
	Maximum Days On In A Row
	Minimum Days Off In A Row

- Pattern tells the PBS Scheduler to create a Reserve block that follows a pattern of days on and days off.
- For a reserve line Pattern Bid, an in-period working pre-award that is too short does not violate the pattern.
- You can specify a range of days on, and a minimum number of days off between duty periods.
- A working pre-award, such as training or a carry-in pairing, is considered to be a day on, and a non-working pre-award such as vacation is considered to be a day off (for purposes of Set Condition).

Reserve Bidding Set Condition

Maximum Days On in A Row

- tells the PBS Scheduler to build your block with a set number of days on in a row—the number of days off is set by you when you enter the bid.
- the PBS Scheduler will attempt to create all sets of days on to the number entered—if it cannot build all sets to the number requested the bid preference will not be honored.

Minimum Days Off in A Row

- tells the PBS Scheduler to build your block with a set number of days off in a row—the number of days off is set by you when you enter the bid
- the PBS Scheduler will attempt to create all sets of days off to the number entered—if it cannot build all sets to the number requested the bid preference will not be honored. There are some exceptions

We recommend to not set **Minimum Days Off** between reserve blocks to higher than 3 and **Maximum days on** to lower than 3. They can have a detrimental effect on getting the days off you request.

Reserve Bidding Waive Options

The screenshot shows a mobile application interface for 'Waive' settings. At the top, there are two buttons: 'Apply' (grey) and 'Reset' (blue). Below these is a grey bar with a back arrow and the text 'Back To Bid Preferences'. The main content area lists three options: 'Minimum 2 Days Off In A Row', 'Block of 4 Days Off', and 'Block of 3 Days Off'.

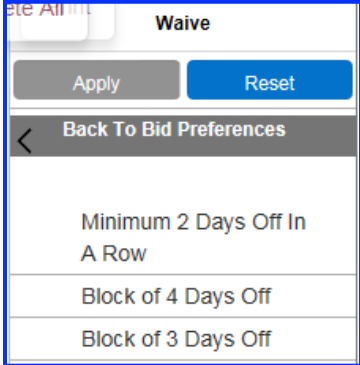
- **Minimum 2 Days Off In a Row:** Allows your schedule to be completed with instances of single days off.
- **Block of 4 Days Off:** Allows your schedule to be completed without a block of 4 days off.
- **Block of 3 Days Off:** Allows your schedule to be completed without a block of 3 days off.

Reserve Bidding Waive Notes

- There is no waiver for two blocks of 2 days off. However, the two blocks of 2 days have to exist together or within a larger group of days off.

Examples:

- A block of 5 days off in a row contain the two blocks of 2 together
 - Two separate blocks of 3 days off in row contain one block of 2 days off each.
-
- When requesting specific days off on a reserve bid, plot out those days on a contractual calendar to determine if waivers are needed. Keep in mind that FARs require no more than 6 reserve days a row, and your previous month's schedule will be considered to meet this legality.



The screenshot shows a mobile application interface for a 'Waive' screen. At the top, there are two buttons: 'Apply' (grey) and 'Reset' (blue). Below these is a header with a back arrow and the text 'Back To Bid Preferences'. The main content area lists three options: 'Minimum 2 Days Off In A Row', 'Block of 4 Days Off', and 'Block of 3 Days Off'. The interface is framed by a blue border.

GDO - Reserve Golden Day Processing

Golden Days are identified as RGO on the Reasons Report and are awarded to Reserves who have a full 11 days off in the bid month. They are awarded after your schedule has been completed, according to the CBA section 7.D.2 and to the following constraints:

- GDOs must be three consecutive days off.
- GDOs must begin on the first day of a block of days off.
- GDOs will be placed according to the flight attendant's bid, if possible.
- If none of the prefer off bids can be contained within GDOs, GDOs will be placed according to coverage needs.
- If there are no prefer off bids, GDOs will be placed according to coverage needs.
- If there are no blocks of three or more days off, no GDOs will be awarded.

Reserve Bid Logic

Unlike in a pairings bid group, when awarding a reserve block, the PBS Scheduler does not perform any optimization, such as substitution, swapping or shuffling, nor does the PBS Scheduler enter denial mode.

Coverage Awards may occur to ensure adequate coverage. The PBS Scheduler tries to award each FA a reserve block that honors as many reserve bid preferences as possible.

- When the PBS Scheduler starts processing a Reserve bid group, it reads the first line Start Reserve and checks to see if a legal reserve line can be built, and then if possible, a legal reserve block is built.

Reserve Bid Logic

- The PBS Scheduler reads the first bid preference and then attempts to build a reserve schedule honoring this bid preference.
- The PBS Scheduler then reads all subsequent bid preferences, in order from **top to bottom**, and attempts to build a reserve block honoring as many of these preferences as possible while keeping any preferences already honored.

For example, if the first bid preference is honored but the first and second together cannot be honored, the second preference is denied and the PBS Scheduler reads the third preference and attempts to honor preference 1 and 3; this process is continued until all bid preferences have been attempted.

Section 3 - 6

Bid Results

- ✚ Results Tab
- ✚ Reasons Report
- ✚ Bid Protest

Results Tab

- Displays the pairings you have been awarded for the current bid period, as well as the Reasons Report explaining how the PBS Scheduler handled each of your bid preferences.

The screenshot displays the 'Results' tab in the Envoy interface. At the top, a gray bar shows 'Results For: Nov2014', 'Sort By: Start Time', and 'Total In-Period Credit: 068:28'. Below this, a table lists awarded pairings:

Pairing	Start Date	End Date	Total Credit	In-Period Credit	Position
000000	2014-10-31 09:10	2014-11-03 20:14	000:00	015:22	AA
00	2014-11-09 00:00	2014-11-09 23:59	004:30	004:30	
06677	2014-11-10 00:00	2014-11-16 02:00	000:01	000:01	AA
N7953	2014-11-17 07:10	2014-11-17 17:42	000:25	000:25	AA
N7956	2014-11-19 00:00	2014-11-19 14:55	004:00	004:00	AA

Below the table, the 'Reasons Report' section shows a list of pairing numbers and their corresponding dates:

```


Pairing: 000000
Date: 2014-10-31 09:10
Reason: 000000
  
```

- The gray bar at the top of the screen displays the credit for the period. Here you can view results from previous months, sort your awards with the available criteria and view multiple pairing reports. You can click on a pairing number to view a single pairing report.

The Results Tab has two sections, **Awards** and **Reasons**.

Results Tab

- The Awards pane displays the pairings that you have been awarded for the current bid period. By default, each pairing is displayed on a separate line, arranged chronologically by date and time. You can sort activities and change the display order. The Awards section also displays training, vacation, and/or other activities that were considered when awarding your schedule.

Awards						
✓ 13019	Start Date 2017-08-29 11:10	End Date 2017-09-01 19:08	Total Credit 010:01	In-Period Credit 007:29	Positions F1	
✓ 13322	Start Date 2017-09-03 12:29	End Date 2017-09-06 11:35	Total Credit 017:00	In-Period Credit 017:00	Positions F1	
✓ 13329	Start Date 2017-09-07 12:30	End Date 2017-09-10 13:00	Total Credit 018:02	In-Period Credit 018:02	Positions F1	
✓ 13362	Start Date 2017-09-17 13:55	End Date 2017-09-20 12:19	Total Credit 018:16	In-Period Credit 018:16	Positions F1	
✓ 13346	Start Date 2017-09-22 12:36	End Date 2017-09-25 12:19	Total Credit 018:26	In-Period Credit 018:26	Positions F1	

Reasons



Reasons Report

- The Reasons report shows the results of each bid preference in your bid. This information can prove useful when bidding in the next period.
- Each bid preference is numbered, and appears on the Reasons report followed by any pairings that were awarded as a result of the bid preference, and an explanation of how the bid preference affected your block.
- Carry-out pairings are marked with an asterisk (*).

Reasons

```

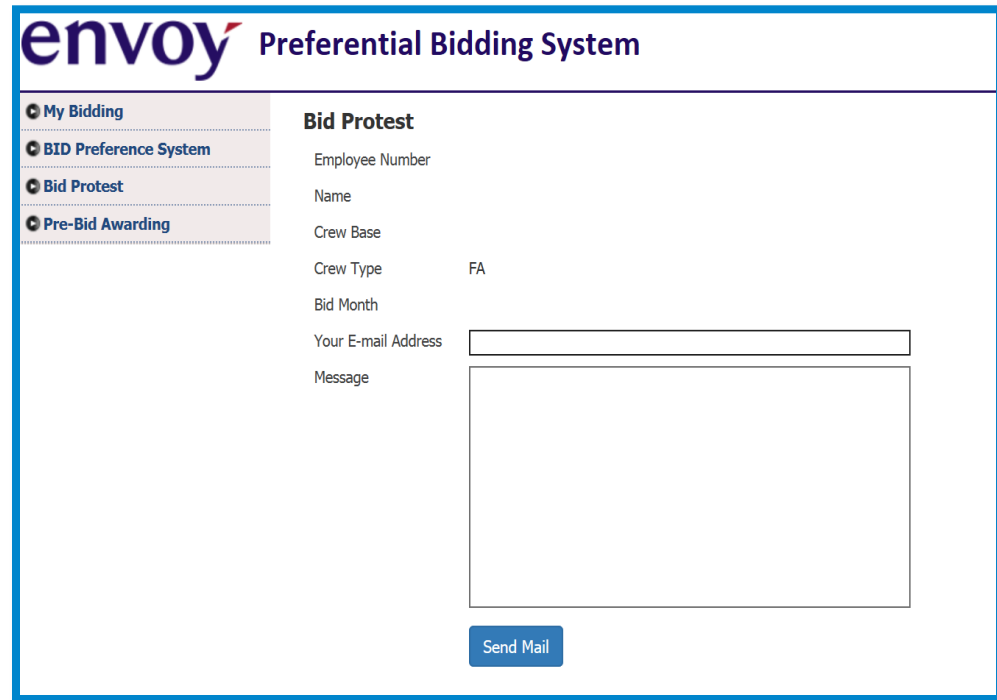
Minimum window <075:00>   Threshold <075:00>           Maximum window <091:00>
-----
Pre-Awards
5005      2017-08-28 (003:48)
(1 Pre-Awarded, Running total: 003:48)

<< Current Bid >>
-----
1.  Start Pairings
2.  Prefer Off Sep 2, 2017, Sep 26, 2017
Honored
3.  Prefer Off Sunday
Honored
4.  Award Pairings If Departing On Sep 4, 2017 If Pairing Number 05101 If Position F2
05101 2017-09-04 (007:54) (F2)
(1 Awarded, 1 Matching, Running total: 011:42)
5.  Award Pairings If Departing On Sep 6, 2017 If Pairing Number 05185 If Position F2
Minimum days off not met: 1
(0 Awarded, 1 Matching, Running total: 011:42)
6.  Award Pairings If Departing On Sep 11, 2017 If Pairing Number 05112 If Position F2
05112 2017-09-11 (009:07) (F2)
(1 Awarded, 1 Matching, Running total: 020:49)
7.  Award Pairings If Departing On Sep 13, 2017 If Pairing Number 05188 If Position F2
05188 2017-09-13 (019:11) (F2)
(1 Awarded, 1 Matching, Running total: 040:00)
8.  Award Pairings If Departing On Sep 20, 2017 If Pairing Number 05192 If Position F2
05192 2017-09-20 (019:00) (F2)
(1 Awarded, 1 Matching, Running total: 059:00)
9.  Award Pairings If Departing On Sep 27, 2017 If Pairing Number 05214 If Position F2
05214 2017-09-27 (016:21) (F2)
Schedule is complete
(1 Awarded, 1 Matching, Running total: 075:21)
10. Award Pairings If Any Aircraft Type E7M If Pairing Check-In Time Between 05:00 And 07:00
11. Award Pairings If Any Aircraft Type E7M If Position F2

```

Bid Protest

- Click the Bid Protest tab.
- Enter your email address*.
- Type your message.
- Click “Send Mail.”



The screenshot shows the 'envoy Preferential Bidding System' interface. On the left is a navigation menu with four items: 'My Bidding', 'BID Preference System', 'Bid Protest' (which is highlighted), and 'Pre-Bid Awarding'. The main content area is titled 'Bid Protest' and contains the following fields: 'Employee Number', 'Name', 'Crew Base', 'Crew Type' (with 'FA' entered), 'Bid Month', 'Your E-mail Address' (with an empty text box), and 'Message' (with a large empty text area). A blue 'Send Mail' button is located at the bottom right of the form.

* Bid Protest responses will be sent to the email address you provide.

Section 3 - 7



Reasons Report

- ✚ Reasons Report Definitions
- ✚ Reasons Report FAQ

Reasons Report Definitions

- **Awarded by previous bids: X** – X number of pairings matched this bid preference, and were already awarded by a previous bid.
- **Awarded for coverage under a different bid** pairings matching this bid preference were already awarded, and are listed under a different bid preference.
- **Awarded to senior bidder** pairings matching this bid preference were already awarded to a bidder with higher seniority than you.
- **Awarded to senior shadow bidder** pairings matching this bid preference were already awarded to a shadow bidder with higher seniority than you.
- **Best Line Before** the PBS Scheduler attempted to build a pairing block, but it could not be built using your bid preferences, so the PBS Scheduler moved to your next bid group, the results of this attempt are listed in your Reasons report.
- **Best Line Before Empty: No Pairing Awards Possible** the best line before is empty, the PBS Scheduler could not build a block with the pairings left in the available pairing pool.

Reasons Report Definitions

- **Best Line Before Empty: SLG Could Not Find Line Including Priority Stack Date** an SLG completion attempt produced an empty best line before because SLG quit early as it was required to include the priority stack date and could not.
- **Beyond bid limit: X X** number of additional pairings matched this bid preference, but none were awarded because you placed a limit on the bid preference.
- **Bid denied** this bid preference was denied, and there are pairings on your block that contradict this preference.
- **Block is complete** this bid preference was not used to build your pairings because your pairings block was already complete before reaching this point.

If a number appears after the "Block is complete" reason, it indicates the number of pairings that matched the bid but were not awarded because your block was already complete. That is, it reached the credit value.

Reasons Report Definitions

- **Buddy cannot take pairing** your buddy could not be awarded this pairing, so it can't be awarded to you either.
- **Could Not Build Complete Line with Pairing** the pairing is available legally but cannot be used because it could not be fit into your block and still build a complete block.
- **Filtered by higher bid:** X X number of pairings matched this bid preference, but were filtered out of the available pairings pool by Avoid Pairings or Prefer Off bid preferences that were higher in your bid.
- **Honored** this bid preference was used, and there are no pairings on your block that contradict this preference.

Reasons Report Definitions

- **Item overlaps with another:** X X number of pairings matched this bid preference, but overlapped with something already awarded.
- **Matching:** X the total number of pairings that match this bid preference.
- **Maximum Max-Credit bidders Reached** - the maximum number of Maximum Credit blocks have already been awarded.
- **Maximum Min-Credit bidders Reached** - the maximum number of Minimum Credit blocks have already been awarded.
- **Minimum Base Layover line condition violated** the minimum base layover line condition could not be met with this bid preference, and some layovers are shorter than the minimum time requested.
- **Minimum days off not met** this bid preference was denied due not meeting the required of 2 days off in a row between assignments.
- **Needed for Legality** this pairing was awarded from a lower bid preference to honor either a Min Days Off, Min Days On or Pattern Set Condition bid preference.

Reasons Report Definitions

- **Not considered** this bid preference was denied, but there are no pairings on your block that contradict this preference.
- **Not enough days off in range** this bid preference was denied due to reducing the guarantee 11 days off or prorated amount due to vacation or LOA.
- **Not honored** this bid preference was denied, and there are pairings on your block that contradict this preference.
- **Not used** this bid preference was not used to build your block; either because your block was already complete or because you used a Clear Schedule and Restart bid preference.
- **No pairings available** no pairings that met your Avoid Pairings and Time Prefer Off bid preferences were available to be awarded, usually because too many pairings were eliminated from the pairings pool by your Avoid Pairings and Time Prefer Off bid preferences.

Reasons Report Definitions

- **Partially honored** this Time Prefer Off bid preference was used, but there are also pairings on your block that contradict a portion of this preference. If you submit a range of dates that you want to be free of duty, the PBS Scheduler may be able to honor part of the range but not all of it, resulting in a partially honored bid preference.
- **[Rule violation]** an FAR rule, or other legal consideration, prevented this bid preference from being honored The rule is identified in the reason included on your report.
- **Over maximum credits for period** the pairing would have caused your block to exceed the maximum credit value for the bid period.
- **Violates bid # X** - the pairing is legal and available, but if awarded will violate a Prefer off bid line (i.e. Prefer Weekends Off / Prefer Off Sundays).

Reasons Report Definitions

Additional Messages

You may see the following messages at the top of your Reasons report. These messages indicate that the PBS Scheduler had to ignore some of your preferences in order to give you a complete block or meet legal requirements or airline targets.

- **Affected By Denial Mode** the PBS Scheduler had to deny some or all of your bids in order to build you a complete block
- **Affected by SLG** the PBS Scheduler could not build you a block using any of your preferences and reached the end of Denial mode, so your block was built using secondary line generation (SLG)
- **Affected By Coverage** a pairing or pairings were forced onto your block in order to meet airline targets for total number of pairings remaining in open time. In case of a Reserve, a reserve day was forced onto the block.

Reasons Report FAQ

Minimum Credit

I bid for Minimum Credit Window and my Reasons Report says it was honored. Why do I have an 80 hour line?

Answer:

“Set Condition Minimum Credit Window” is simply an instruction to stop adding pairings to a block once the minimum window threshold is achieved. In this bid, the PBS Scheduler did not reach 65:00 hours with the first 3 pairings it awarded. Another pairing was required, and it selected a fourth pairing meeting the preference on bid line 4, even though there may be another pairing with a lower credit value that would have allowed line completion.

<< Default Bid >>

1. Start Pairings
2. Prefer Off Jul 1, 2017, Jul 2, 2017, Jul 16, 2017

Honored

3. Set Condition Minimum Credit Window

Honored

4. Award Pairings If Any Aircraft Type E7M If Any Layover In XNA If Pairing Check-In Time >10:00 If Pairing Check-Out Time < 17:00 If Position F2

05001 2017-07-03 (018:00) (F2)

05002 2017-07-09 (020:11) (F2)

05003 2017-07-19 (020:44) (F2)

05004 2017-07-25 (022:00) (F2)

Schedule is complete: 55

(4 Awarded, 74 Matching, Running total: 080:55)

5. Award Pairings If Any Aircraft Type E7M If Position F2

6. Award Pairings If Any Aircraft Type E7M If Position F1

Award Pairings

Start Pairings

Award Pairings

Start Reserve

Reasons Report FAQ

Buddy Bid

I buddy bid. My buddy is junior to me and we both end up on reserve. What is going on?

Answer:

When two bidders designate each other as buddies (by entering the other's employee number on their bid), the PBS Scheduler honors the buddy bid. The senior buddy forfeits their position, is processed at the level of the junior, and adopts the junior buddy's bid. This is true even if there are no "buddiable pairings," and even if the junior can only hold reserve.

<< Default Bid >>

Buddy: 123456

- ```

1. Start Pairings
2. Award Pairing If Any Aircraft Type E7M if
 Pairing Check-In Time> 09:00 If Pairing Total
 Credit > 23:00 If Position F1, F2
3. Award Pairing If Any Aircraft Type E7M if
 Pairing Check-In Time> 09:00 If Pairing Total
 Credit > 22:45 If Position F1, F2
4. Award Pairing If Any Aircraft Type E7M if
 Pairing Check-In Time> 09:00 If Pairing Total
 Credit > 22:30 If Position F1, F2
5. Award Pairing If Pairing Check-In Station DFW
 Award Pairings
```

Best Line Before:

```
05001 2017-07-03 (072:42)
05002 2017-07-09 (017:16)
05003 2017-07-19 (017:22)
05004 2017-07-25 (017:59)
Total Credit: (070:19)
```

- ```
-----
6. Start Reserve
   Awarded Reserve Days:
2017-07-04 (RES)
2017-07-05 (RES)
2017-07-06 (RES)
```

Reasons Report FAQ

Could Not Build Complete Line with Pairing

I bid for specific pairing. Why was my first preference “Could Not Build Complete Line with Pairing?”

Results with Shuffling

<< Default Bid >>

```

-----
1.  Start Pairings
2.  Set Condition Minimum Credit Window
    Honored
3.  Award Pairing If Departing On Jul 9,2017 If Pairing Number 5001
    If Position F2
    Could Not Build Complete Line with Pairing: 1
    (0 Awarded, 1 Matching, Running total: 000:00)
4.  Award Pairing If Departing On Jul 9,2017 If Pairing Number 5002
    If Position F2
    05002      2017-07-09      (025:32) (F2)
    (1 Awarded, 1 Matching, Running total: 025:32)
5.  Award Pairing If Departing On Jul 15,2017 If Pairing Number 5004
    05004      2017-07-25      (019:36) (F1)
    (1 Awarded, 2 Matching, Running total: 045:08)
6.  Award Pairing If Departing On Jul 25,2017 If Pairing Number 5005
    05005      2017-07-25      (019:53) (F1)
    Schedule is Complete: 9999
    (1 Awarded, 2 Matching, Running total: 065:01)
    Award Pairing
-----

    Start Pairing
    Award Pairings
-----

    Start Reserve
  
```

Reasons Report FAQ

Could Not Build Complete Line with Pairing

Results without Shuffling:

<< Default Bid >>

```

-----
1.  Start Pairings
2.  Set Condition Minimum Credit Window
Honored
3.  Award Pairing If Departing On Jul 9,2017 If Pairing Number 5001
    If Position F2
05001      2017-07-09      (025:30)  (F2)
(1 Awarded, 1 Matching, Running total: 025:30)
4.  Award Pairing If Departing On Jul 9,2017 If Pairing Number 5002
    If Position F2
Item overlaps with another: 1
(0 Awarded, 1 Matching, Running total: 025:30)
5.  Award Pairing If Departing On Jul 15,2017 If Pairing Number 5004
05004      2017-07-25      (019:36)  (F1)
(1 Awarded, 2 Matching, Running total: 045:06)
6.  Award Pairing If Departing On Jul 25,2017 If Pairing Number 5005
05005      2017-07-25      (019:53)  (F1)
(1 Awarded, 2 Matching, Running total: 064:59)
    Award Pairing
Impossible to reach credit window
-----

Start Pairing
    Award Pairings
-----

Start Reserve

```

Answer:

Using Shuffling, the PBS Scheduler was able to complete your line using pairings from your “award” bids. If your first preference was not pulled during shuffle, the PBS Scheduler could not reach line completion (triggering denial mode or SLG).

Reasons Report FAQ

In-Period Credit

I waived everything to get a line and I ended up on reserve, but people junior to me got lines. How come?

Answer: If you are placed on reserve, and someone junior to you has a line, the junior FA likely has a carry-in trip or a pre-planned credit absence that allowed the Scheduler to meet the credit requirement.

Even if the junior FA does not have either of those, you may not be legal for a trip at the beginning of the bid-month if results in 7 straight days of duty.

Above, Envoy FA1 has reserve days from June 29th through July 1st. FA1 is not legal for the 4-day sequence 29271 on July 2nd, because that would be 7 days without a 24 hour break. Envoy FA3 had a carry-in trip with 16:04 in-period credit that allowed the Scheduler to reach the credit window. Envoy FA4 has an in-period credited absence worth 7:30 which allowed line completion

	C/IN	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8	Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Mon 31	C/Out	
1 / 00000001 ENVOY FA 1 CR: 00:00 Days Off: 11		00:00 23:59 RES	00:00 23:59 RES			00:00 23:59 RES	00:00 23:59 RES			00:00 23:59 RES	00:00 23:59 RES	00:00 23:59 RES	00:00 23:59 RES				00:00 23:59 RES	00:00 23:59 RES	00:00 23:59 RES	00:00 23:59 RES	00:00 23:59 RES					00:00 23:59 RES	00:00 23:59 RES	00:00 23:59 RES	00:00 23:59 RES	00:00 23:59 RES	00:00 23:59 RES		
2 / 00000002 ENVOY FA 2 CR: 07:5:04 Days Off: 13		TXK 09:48 018:22 29271 FI	TYR 17:54	ROW 17:54		SAV 13:40 017:51 05405 FI	GRR 18:00	GJT 18:00					ROW 13:40 017:52 29476 FI	GCK 19:44	MLU 19:44									ABI 10:33 018:59 29339 FI	ABI 15:56	AEX 15:56						CID 15:35 002:00 05500 FI	GRR 17:46
3 / 00000003 ENVOY FA 3 CR: 08:3:18 Days Off: 11		MTY 09:25 Jul 016:04 5013 F2	AGT 16:39	ORO 16:39		MLU 13:45 016:54 29484 FI	TYR 19:47	ABI 19:47			SPI 11:50 015:45 29396 FI	SPI 18:07	SPI 18:07							XNA 14:33 016:56 05464 F2	CID 15:82	VPS 15:82					GRR 15:25 017:39 05519 FI	GJT 13:59	GJT 13:59				
4 / 00000004 ENVOY FA 4 CR: 07:7:01 Days Off: 12			VPS 10:01 016:51 05266 F2	GJT 12:04	XNA 12:04								00:00 007:30 T4		GCK 11:50 017:33 29400 FI	SGF 19:27	ROW 19:27					SPI 07:50 017:29 29252 FI	TXK 14:26	SPI 14:26			LCH 06:05 017:38 29223 FI	AEX 13:16	ACT 13:16				

Reasons Report FAQ

Bid Order

I requested July 4th off and no position 2. Why am I working the 4th, and how come all my trips are position 2?

Answer:

The Scheduler reads your bid one line at a time. Any “prefer off” or “avoid” within a bid group will only apply to the “award” preferences that fall below it. In this bid, the schedule was completed at line 5. The flight attendant should have placed lines 6 and 7 above line 5 if they want off July 4th and no position 2 trips.

<< Current Bid >>

```

-----
1.  Start Pairings
2.  Waive 1 Day Off in 7
Honored
3.  Waive No Same Day Pairing
Honored
4.  Waive Minimum 2 Days Off in A Row
Honored
5.  Award Pairing If Pairing If Any Aircraft Type CR7
13001    2017-07-04    (018:50)  (F2)
13002    2017-07-13    (020:11)  (F2)
13003    2017-07-20    (018:54)  (F2)
13004    2017-07-27    (017:22)  (F2)
Schedule is Complete: 9999
(4 Awarded, 370 Matching, Running total: 075:17)
6.  Prefer Off July 4, 2017
7.  Avoid Pairings If Position F2

```

Reasons Report FAQ

Bid Groups

I wanted July 23rd off and no E7M trips. Why am I working on the 23rd on the E7M?

Answer:

The Scheduler organizes your bid in groups. Each group is read independent of all others.

In this bid, the flight attendant listed the “prefer off” and “avoid” only in the first bid group. Once the first bid group couldn’t build a line, it was ignored and the Scheduler awarded pairings using the preferences in the second bid group.

<< Default Bid >>

```

-----
1. Start Pairings
2. Waive Minimum 2 Days Off In a Row
3. Waive 1 Day Off in 7
4. Waive 10 Hour Rest
5. Prefer Off Jul 23, 2017
6. Avoid Pairing If Any Aircraft Type E7M
7. Set Condition Minimum Credit Window Else Start Next Bid Group
Maximum Min-Credit Bidders Reached
Start Next Honored
Best Line Before Empty: No Pairings Awards Possible
Award Pairings
-----
8. Start Pairings
9. Waive Minimum 2 Days Off In a Row
Honored
10. Waive 1 Day Off in 7
Honored
11. Waive 10 Hour Rest
Honored
12. Award Pairing If Pairing If Check-In Station DFW
05001 2017-07-09 (017:58) (F2)
05002 2017-07-23 (018:30) (F2)
05003 2017-07-29 (014:59) (F2)
05004 2017-07-13 (017:59) (F2)
05005 2017-07-04 (017:28) (F2)
Schedule is Complete: 9999
(5 Awarded, 920 Matching, Running total: 086:54)
  
```

Group 1 (bracketed next to items 1-7)

Group 2 (bracketed next to items 8-12)

Reasons Report FAQ

Coverage Awards

My Reasons Report has a “Coverage Awards” section. What’s that about?

Answer:

When your result is affected by coverage, a pairing or pairings were forced onto your block to meet airline targets for the total number of pairings remaining in open time. This usually occurs when an abnormally high number of FAs request a specific day off, like Thanksgiving or Christmas.

The coverage award is locked into your schedule prior to the system reading your Preferences.

Coverage Awards

<< Default Bid >>

09001 2017-07-02 (012:09) (F1)
(1 Awarded, Running total: 012:09)

-
1. Start Pairings
 2. Waive No Same Day Pairings Honored
 3. Prefer Off Jul 04, 2017, Jul 02, 2017, Jul 03, 2017, Jul 05, 2017, Jul 29, 2017, Jul 28, 2017, Jul 30, 2017, Jul 9, 2017

Partially Honored

4. Set Condition Minimum Credit Window
Maximum Min-Credit Bidders Reached

Award Pairings

13001 2017-07-08 (018:19) (F1)
13002 2017-07-14 (017:55) (F1)
09002 2017-07-20 (015:01) (F1)
13003 2017-07-29 (013:30) (F1)

Award Coverage: 1

Schedule is Complete: 9999

(4 Awarded, 1198 Matching, Running total: 076:54)

-
6. Start Reserve
 7. Prefer Off Weekends
 8. Prefer Off Jul 09, 2017, Jul 02, 2017, Jul 03, 2017, Jul 04, 2017, Jul 29, 2017, Jul 28, 2017, Jul 30, 2017, Jul 5, 2017

Start Pairing

Award Pairings

Start Reserve

Reasons Report FAQ

Reserve Bid

Why did someone junior to me receive some of the days that I requested off when I didn't?

```
Pre-Awards
RSV 2017-06-30 (000:00)
VP 2017-07-15 (021:00)
(2 Pre-awarded, Running Total: 021:00)
```

<< Current Bid >>

- ```

1. Start Reserve
2. Prefer off Jul 14, 2017, Jul 13, 2017, Jul 12,
 2017, Jul 22, 2017, Jul 23, 2017, Jul 29, 2017,
 Jul 30, 2017, Jul 31, 2017, Jul 02, 2017, Jul
 03, 2017, Jul 07, 2017
```

Partially Honored

Award Reserve Days:

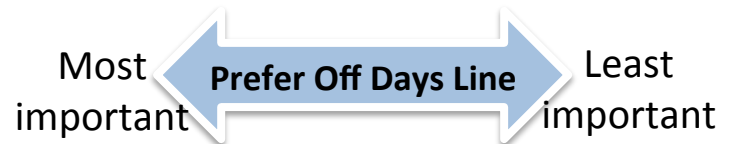
```
2017-07-04 (000:00)
```

**Answer:**

The PBS Scheduler can only create a Reserve Schedule that both complies with FARs and the FA Agreement.

This bid is missing waivers (“Block of 4 Days Off” and “Minimum 2 Days Off in a Row”), making it impossible for the Scheduler to honor all days off without violating reserve defaults.

The PBS Scheduler had to “partially honor” days off, by following the order of importance in the Prefer Off bid:



# Reasons Report FAQ

## Reserve bid, continued

This number represents order of importance for each day, based on the Prefer Off bid line .

|                  | Sat 1 | Sun 2 | Mon 3  | Tue 4 | Wed 5 | Thu 6 | Fri 7  | Sat 8 | Sun 9 | Mon 10 | Tue 11 | Wed 12 | Thu 13 | Fri 14 | Sat 15   | Sun 16 | Mon 17 | Tue 18 | Wed 19 | Thu 20 | Fri 21 | Sat 22 | Sun 23 | Mon 24 | Tue 25 | Wed 26 | Thu 27 | Fri 28 | Sat 29 | Sun 30 | Mon 31 |
|------------------|-------|-------|--------|-------|-------|-------|--------|-------|-------|--------|--------|--------|--------|--------|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Bid Prefer Off   | RES   | OFF 9 | OFF 10 |       |       |       | OFF 11 |       |       |        |        | OFF 3  | OFF 2  | OFF 1  | Vacation |        |        |        | OFF 4  | OFF 5  |        |        |        |        |        |        |        | OFF 6  | OFF 7  | OFF 8  |        |
| Awarded Days Off | RES   |       |        |       |       | OFF   | OFF    |       |       |        |        | OFF    | OFF    | OFF    | Vacation |        |        |        | OFF    | OFF    |        |        |        |        |        |        | OFF    | OFF    | OFF    | OFF    |        |

### Logic Explanation:

- There is no block of 4 days off and the FA did not waive the Block of 4 days off.
- There is a single day off (July 7<sup>th</sup>) and the FA did not waive the Minimum 2 Days Off in a Row.
- There is room to build a block of 4 days off at the end of the month by adding a day off on Jul 28<sup>th</sup>.
- The Scheduler will try to build a line by denying the least important Prefer Days Off in this bid.
- Jul 7<sup>th</sup> is the least important day. The scheduler can't remove this day, since will put this FA to work 8 straight days, and it can't also leave this as a single day off since "Minimum 2 Days Off in a Row" was not waived.
- The Scheduler moves onto the next least important requested Prefer Off day. It will need to deny 2 requested days off; one to add to the 7<sup>th</sup> off day and one to add to the 28<sup>th</sup> off day . The Scheduler denies Jul 2<sup>nd</sup> and 3<sup>rd</sup> to build a RSV schedule adhering to the FA Contract and honoring the Prefer Off bid in order of importance.

## **Additional Resources**

- **Collective Bargaining Agreement**
- **MyEnvoy**
- **AFA Website**

## **Members of the JPBSC are:**

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