

The Automated Scheduling Enhancement System (ASES) allows Flight Attendants increased flexibility to enhance their schedules, projections, flying opportunities and days off to the extent permitted by available staffing. Flight Attendants will be able to pick up, trade, drop and post full trips; however, the ASES system is restricted for use by active line holding Flight Attendants. Reserves will not be able to use the system. The posting of sequences will be permitted as soon as bids are final and will remain available for pick up until sign-in time for the trip.

ASES will be turned on at 12:00 pm Central Time on the day that bids are considered final (for your exact ASES opening time, consult the front page of the bid packet).

Whenever a transaction is denied, the reason will be displayed to the Flight Attendant (e.g., illegality, expired passport, inadequate staffing).

NOTE

The only authorized use of the ASES system is by following the commands described in the ASES user guide while in Flight Attendant personal mode. Third party software that manipulates this system is a corporate security risk, violates Company policy and is **not** permitted.

Begin an ASES transaction:

- First type HIP/EMP# and press enter, then type in your password to enter personal mode.
- Type HIY to set your trip trade authorization to yes (HIN turns it off) and press enter.
- Type HT and press enter to start a transaction (SABRE responds by designating the Flight Attendant as "A" and the open sequence as "B").

Trade with Open Time

- Type HTS/A/SEQ/DATE (the sequence to be traded) and press enter.
- Then type HTS/B/SEQ/DATE/POS (the desired open time sequence) and press enter.
- Type HTMD (eliminates duty free periods, if necessary, to accommodate the trade) and press enter.
- Type HZ (completes the transactions) and press enter.

Pick Up from Open Time or from Posted Sequence List

- Type HTO/B/SEQ/DATE/POS (designates the desired sequence and position to pick up) and press enter.
- Type HTMD (eliminates duty free periods, if necessary, to accommodate the trade) and press enter.
- Type HZ (completes the transaction) and press enter.

Drop into Open Time

- Type HTO/A/SEQ/DATE/UNC (designates the desired sequence to drop and uncredited pay code for all drops, as they are always unpaid) and press enter.
- Type HZ (completes the transaction) and press enter.

Testing an Automated Transaction

- Type HTT/EMP#/OPEN then press enter and follow the appropriate commands to make the remaining entries to complete the test of the desired transaction.

Canceling a transaction during entry

- Type IG (for ignore) and press enter at any time prior to entering HZ, which makes all applicable checks and finalizes the entries, and the transaction will be cancelled.

Display TTOT status of your sequence:

- Type HITTOT (for entire month) or HIQUAL/POS/SEQ/DATE (for a detailed version of a specific sequence) and press enter.

TTOT status definitions

- – RED - Coverage is not adequate and drop will be denied
- – GREEN - Coverage is adequate and trip can be dropped or traded with any open sequence for which you are legal and qualified
- – HOLD - System is temporarily on hold for update of TTOT indicators and it is recommended you retry in approximately five minutes
- – OFF - ASES has not opened for that period or the system has been turned off for that date