

Prefer Off (order of importance)

Prefer off vs. Award

If the Prefer Off are most important, list them above any Award Preference so PBS builds the line considering them. (example below)

1	Pairing Bid Group	
2	Prefer Off May 1, 2022 - May 8, 2022	✓ YES
3	Award Pairings If Every Aircraft Type E7M, E7Q If Position F2	
4	Award Pairings If Every Aircraft Type E7M, E7Q	YES

1	Pairing Bid Group	
2	Award Pairings If Every Aircraft Type E7M, E7Q If Position F2	✗ NO
3	Award Pairings If Every Aircraft Type E7M, E7Q	
4	Prefer Off May 1, 2022 - May 8, 2022	NO

Award Pairings

1	Pairing Bid Group	
2	Award Pairings If Every Aircraft Type E7M, E7Q If Position F2	✗ NO
3	Award Pairings If Every Aircraft Type E7M, E7Q	
4	Prefer Off May 1, 2022 - May 8, 2022	NO

Prefer off vs. Avoid

If Prefer Off are more important than the Avoids, insert them above any Avoid and Award preferences (example below)

1	Pairing Bid Group	
2	Prefer Off May 1, 2023 - May 8, 2023	✓ YES
3	Avoid Pairings If Any Layover In ADZ, CHA	
4	Award Pairings If Pairing Credit > 016.00	YES

1	Pairing Bid Group	
2	Avoid Pairings If Any Layover In ADZ, CHA	✗ NO
3	Prefer Off May 1, 2023 - May 8, 2023	NO
4	Award Pairings If Pairing Credit > 016.00	

1	Pairing Bid Group	
2	Prefer Off May 1, 2023 - May 8, 2023	✗ NO
3	Award Pairings If Pairing Credit > 016.00	
4	Avoid Pairings If Any Layover In ADZ, CHA	NO

Prefer Off and Award Pairings Conflicts

If a day/date off is honored, PBS will not be able to award a pairing due to conflict with the prefer off. The reasons report will read: *Filtered by line X* (in the example to the right, Line 3 reason would read Filtered by Line 2)

1	Pairing Bid Group	
2	Prefer Off May 1, 2022, May 2, 2022, May 3, 2022, May 4, 2022, May 5, 2022, May 6, 2022, May 7, 2022, May 8, 2022	
3	Award Pairings If Departing On May 8, 2022 If Pairing Numbers 05229 If Position F2	
4	Award Pairings If Every Aircraft Type E7M, E7Q If Departing On May 8, 2022, May 16, 2022 If Position F2	
5	Award Pairings If Every Aircraft Type E7M, E7Q If Departing On May 8, 2022, May 16, 2022	
6	Award Pairings If Every Aircraft Type E7M, E7Q	

Award Pairings

How to edit your Prefer Off

- You will click on the bid line that has the Prefer Off dates, the line will highlight in blue.
- Click on the 3 dashes showing to the right end, and chose the **Edit** option.
- A menu will open on the right (Bid Preference Editor). Click on every word that has a check mark next to it.
- When the calendar opens, select the new dates in order of importance by clicking on each day. (these days will be highlighted in blue as you select them)
- When done selecting your Prefer Off, click (1) **Apply** and then (2) **Submit**.

[Steps 1 & 2]

[Step 3]

[Steps 4 & 5]

When bidding Reserve, please double check that your bid meets the Reserve Bidding Parameters.