# 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)



#### **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)

## Prefer off vs. Avoid

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

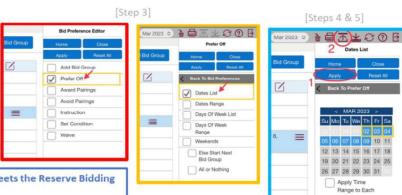




# How to edit your Prefer Off

- 1. You will click on the bid line that has the Prefer Off dates, the line will highlight in blue.
- 2. Click on the 3 dashes showing to the right end, and chose the **Edit** option.
- 3. A menu will open on the right (Bid Preference Editor). Click on every word that has a check mark next to it.
- 4. 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)
- 5. When done selecting your Prefer Off, click (1) **Apply** and then (2) **Submit**.







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