DECS

Signing into DECS (*mobile FOS*) & Commonly used Entries:

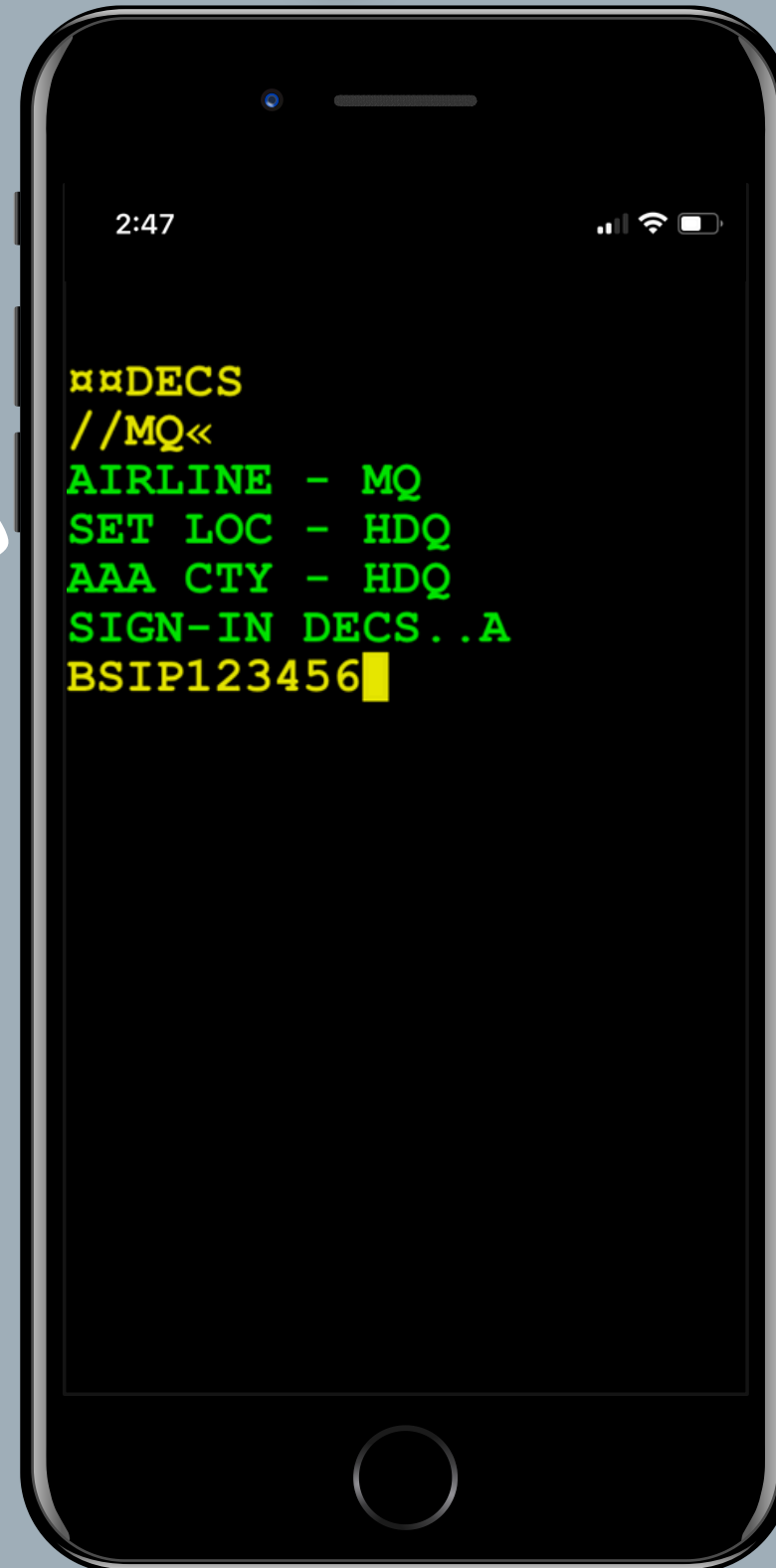# Open App

mobileFOS 2

Log In

Jetnet Login

mobileFOS

Version 1.0

123456

Login   **Cancel**

Sign In

2:47

```
¤¤DECS
//MQ«
AIRLINE - MQ
SET LOC - HDQ
AAA CTY - HDQ
SIGN-IN DECS..A
BSIP123456
```
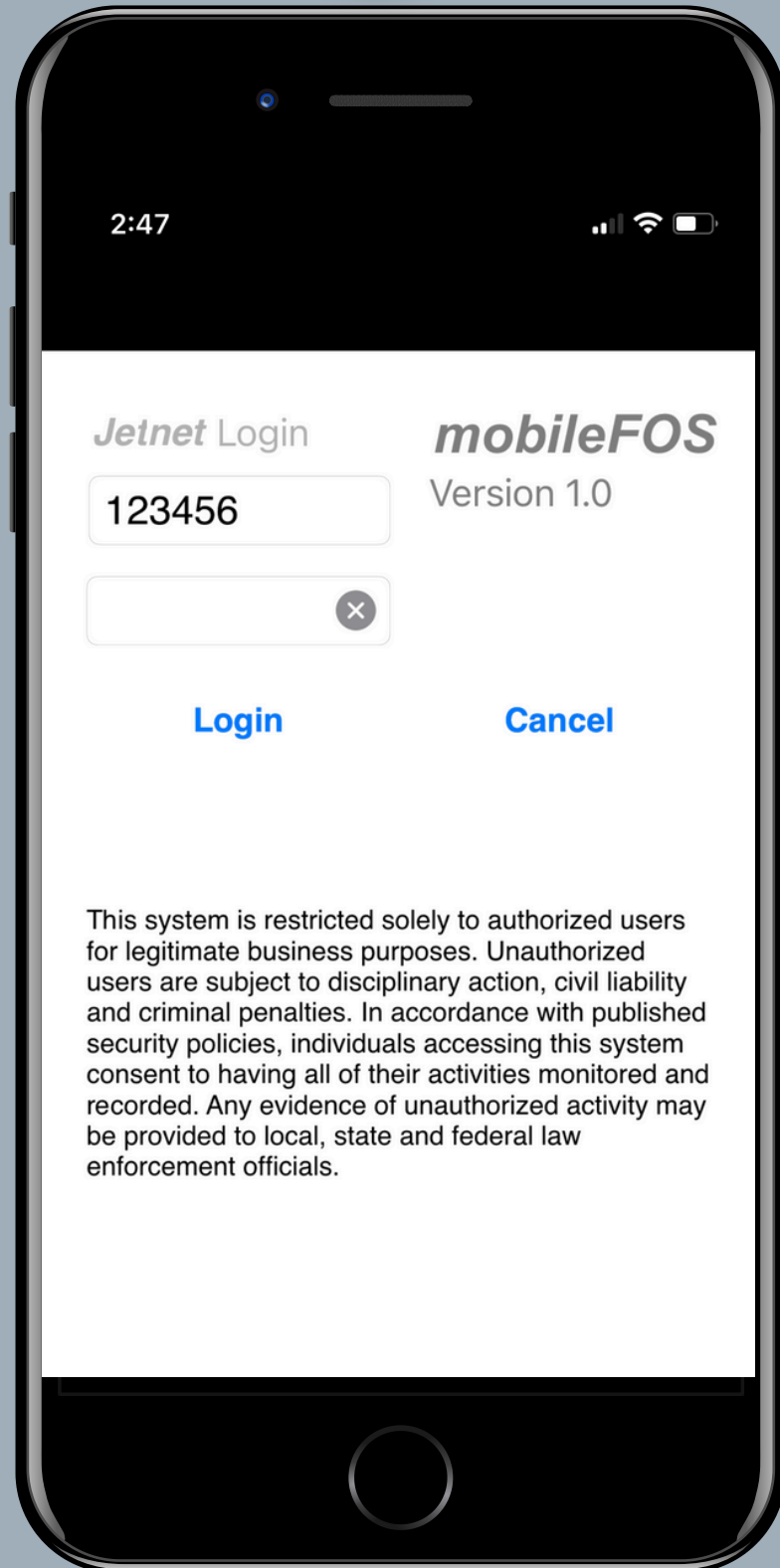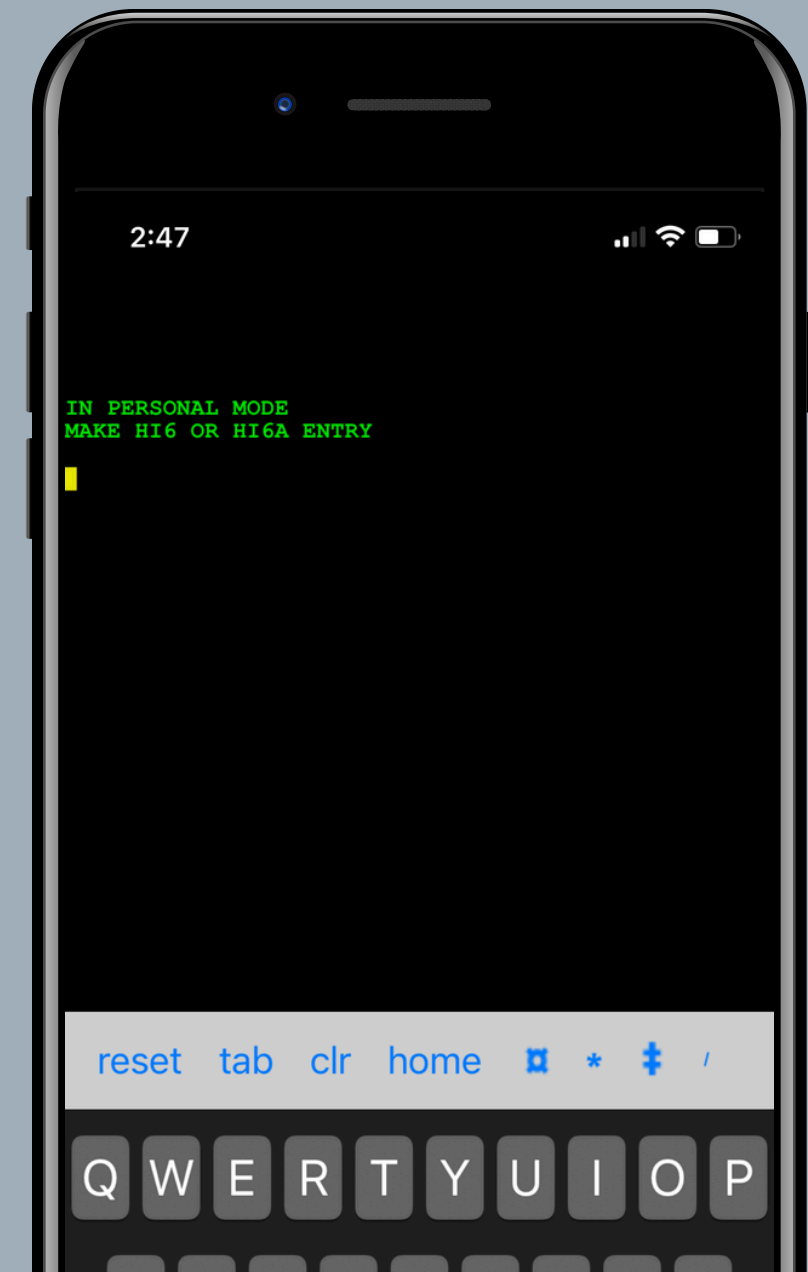
```
¤¤DECS [ENTER]
//MQ   [ENTER]
BSIP (Employee#) [ENTER]
```

you will be prompted to enter your DECS password.

Once this is done correctly you will see your in personal mode.

2:47

IN PERSONAL MODE
MAKE HI6 OR HI6A ENTRY

reset   tab   clr   home   ¤   *   ‡   /
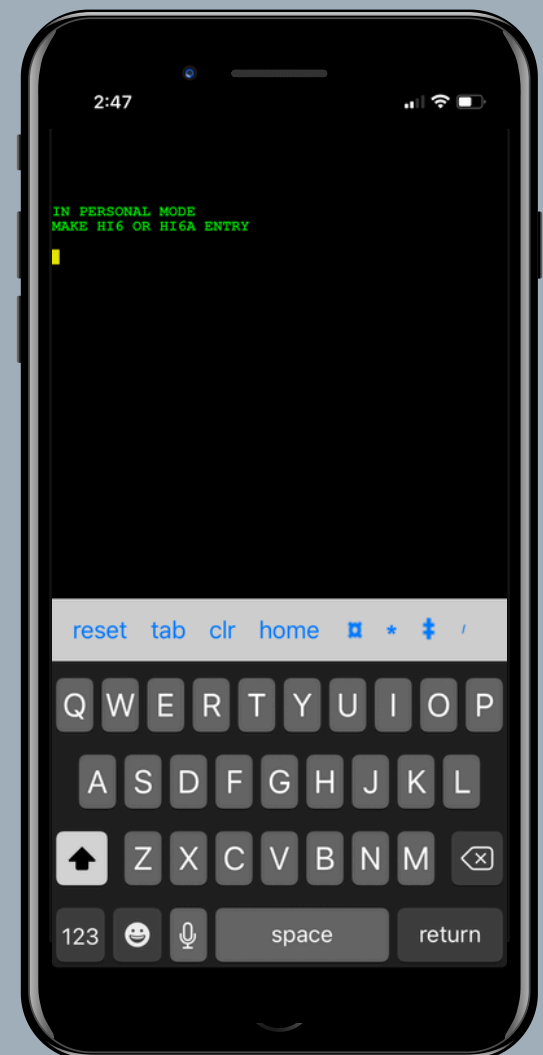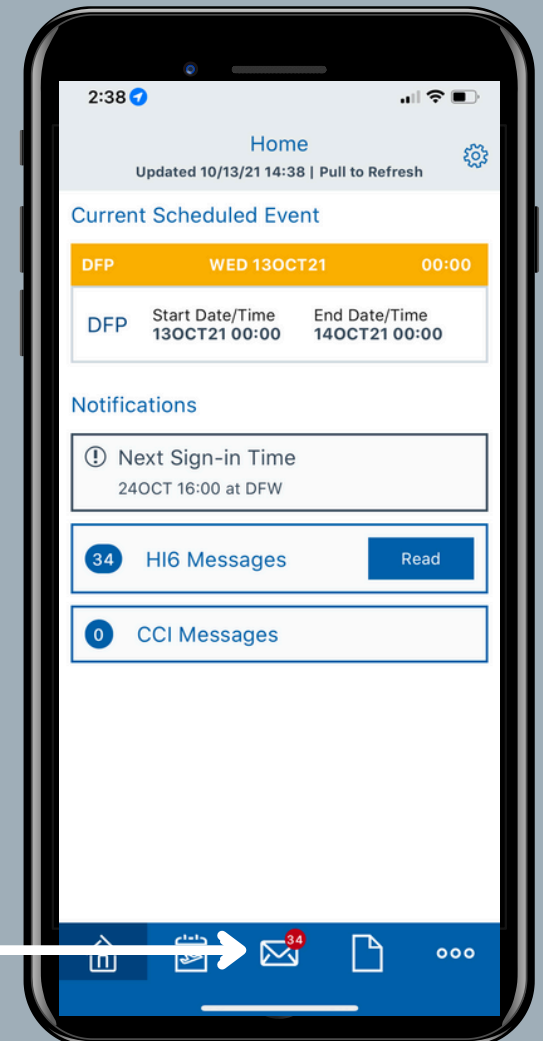
Q W E R T Y U I O P

DAILY HI6 REQUIREMENT:

You must check your HI6:

- At the beginning of your flight sequence
- Once daily while on assignment
- Prior to leaving the airport at the completion of a flight assignment.

It is understood that HI6 is considered to be POSITIVE CONTACT with regards to flight assignments.

OR

UNDERSTANDING TIME BALANCING / PREFERENCING

At Envoy our Reserve system has always operated on a Time Balancing system meaning Assignments are made based on least amount of credited hours accumulated (with the exception of the first day of the bid month) to the most.

We do not have a system of issuing assignments based on seniority or by submitting proffers, unlike some Reserve systems you may have worked under previously. Assignments are made based on least amount of credited hours accumulated. You may however, enter certain "preferences" for assignments.

Preferences are submitted each day between 1000 and 1400 CST. Crew Scheduling will process reserve assignments in least time accrued order based on the Flight Attendant preferences for next day. Reserve assignments are finalized at 1800 the night prior.

Applying this system, it is necessary to understand the order in which Crew Scheduling covers open assignments. Crew Scheduling assigns in the order in which it is necessary to keep the airline running. That means that assignments are made in the following order:
(1) all trips and Airport Reserve positions must be covered, then (2) RAPs.

TIME BALANCING

UNDERSTANDING THE METHOD BY WHICH RESERVES ARE ASSIGNED AND MAKING THE SYSTEM WORK FOR YOU BECOMES MORE COMPLICATED BECAUSE TIME BALANCING NOW BECOMES A RELEVANT FACTOR.

WHAT DOES THIS LOOK LIKE MOVING FORWARD FOR YOU? EXACTLY WHAT IT SOUNDS LIKE, IF YOU ARE ALREADY WORKING A PAIRING YOU CANNOT BE TAGGED WITH ADDITIONAL FLYING AS LONG AS THERE ARE RAPS AT HOME WHO ARE LEGAL AND AVAILABLE WITH AT LEAST A TWO (2) HOUR CALL OUT. YOU SHOULD ONLY BE TAGGED ON THE DAY OF OPERATION, NOT THE DAY PRIOR. BASED OFF THE HI33, CREW SCHEDULING WILL CONTACT THE NEXT AVAILABLE RAP WITH THE LEAST AMOUNT OF ACTUAL HOURS FLOWN FOR THE SEQUENCE IN OPEN TIME.

What do I look at to determine where I'm at on the time balancing list?

You may view the time balancing list while in DECS mode by entering **HI33/D/(Date)/R** into MobileFOS or the computer. The HI33 list is an ever-changing list. The list will regenerate itself after each Flight Attendant has completed a pairing and the time is credited to her/him in real time.

When issuing next day assignments, Crew Scheduling will pull the list at 1400 CT. Whatever order the list is in at that time is what Crew Scheduling will rely upon when determining the next day assignments.

What do I look at to determine where I'm at on the time balancing list?

Screen 1 (3:47):
```
MD«
    PROJ 00.00    24    24    24    24    24    24
    ACT  00.00

1253 COLE AB
EN 207530
    PROJ 00.00    24    24    24    24    24    24
    ACT  00.00

1282 CONDADO AB          1500
EN 212262                0700
    PROJ 11.15    24    24        V6              24
    ACT  00.00

1287 MATHEWS JD
EN 206986
    PROJ 00.00    24    24    24    24    24    24
    ACT  00.00

1293 HOUSE JR
```

Screen 2 (3:48):
```
MD«
EN 733456
    PROJ 00.00    24    24    24    24    24    24
    ACT  00.00

1330 JIMENEZ DI
EN 732013
    PROJ 00.00    PX    PX    PX    PX    PX    PX
    ACT  00.00

1355 GAGLIARDI AR
EN 206135
    PROJ 00.00    UA    UA    UA    24    24
    ACT  00.00

1377 VENTURA FI          2200
EN 748133                1400
    PROJ 17.23    24
    ACT  00.00
```

Screen 3 (3:48):
```
MU«

1644 RAGLAND JL
EN 298705
    PROJ 17.24    24    24
    ACT  16.55

1665 GRANADOS ER   06567
EN 374347          06567
    PROJ 13.58         72    72    72
    ACT  16.55

1339 PERSHALL RR   06605
EN 022630          06605
    PROJ 18.35              24    24    24    24
    ACT  17.09

1482 MEDINA MF
EN 234243          R0400
    PROJ 15.10         1900E          24    24
```

Screen 4 (3:48):
```
MB«
    PROJ 27.30                       24
    ACT  21.03

1569 WILSON IE     02116
EN 252239
    PROJ 22.03              24                72
    ACT  21.05

1640 FIRESTONE FT 28011
EN 702295
    PROJ 37.17         24
    ACT  22.28

1559 HOWARD LP           28004
EN 252192          FLY
    PROJ 37.07                   24    24
    ACT  22.56

TOTAL AVAILABLE   0011  0025  0059  0070  0079  0081
```
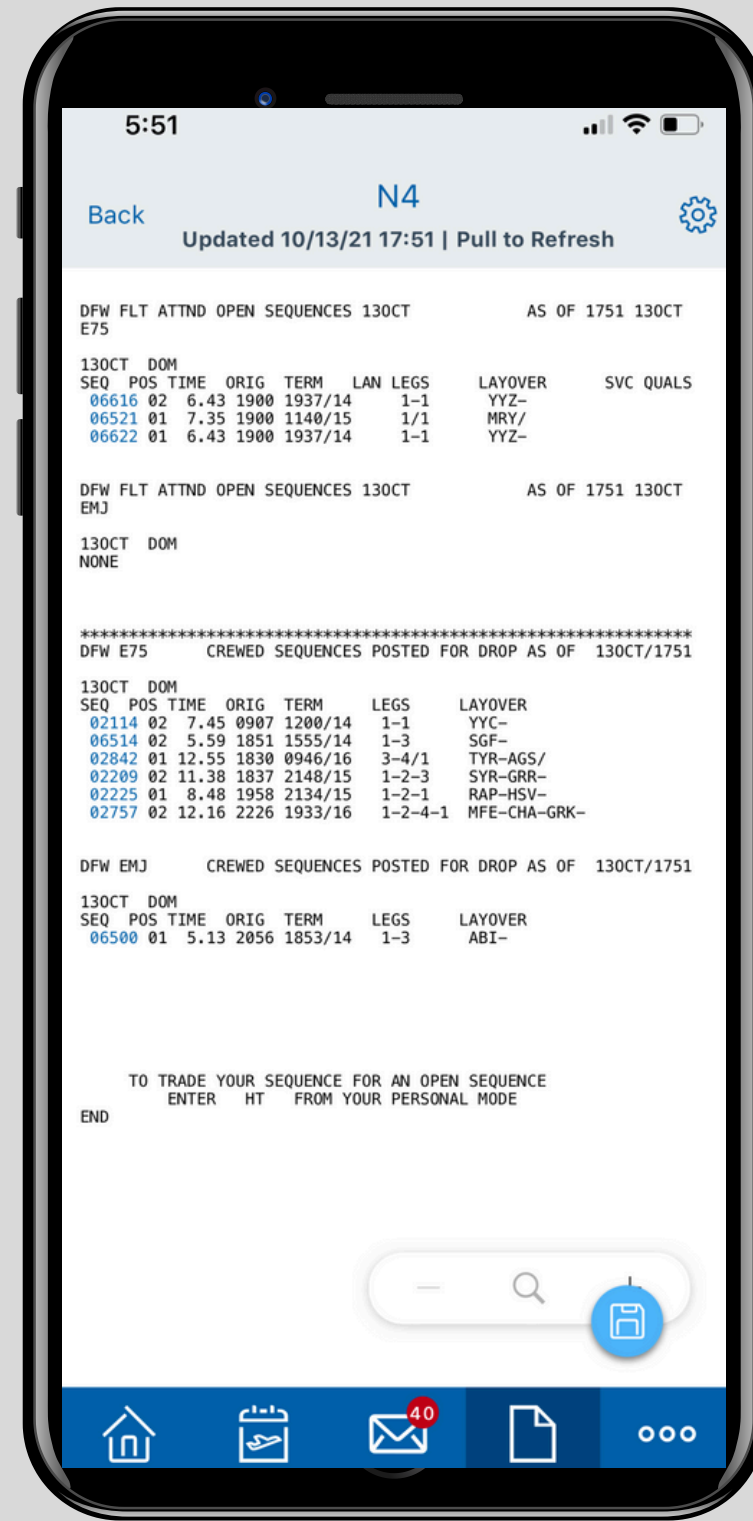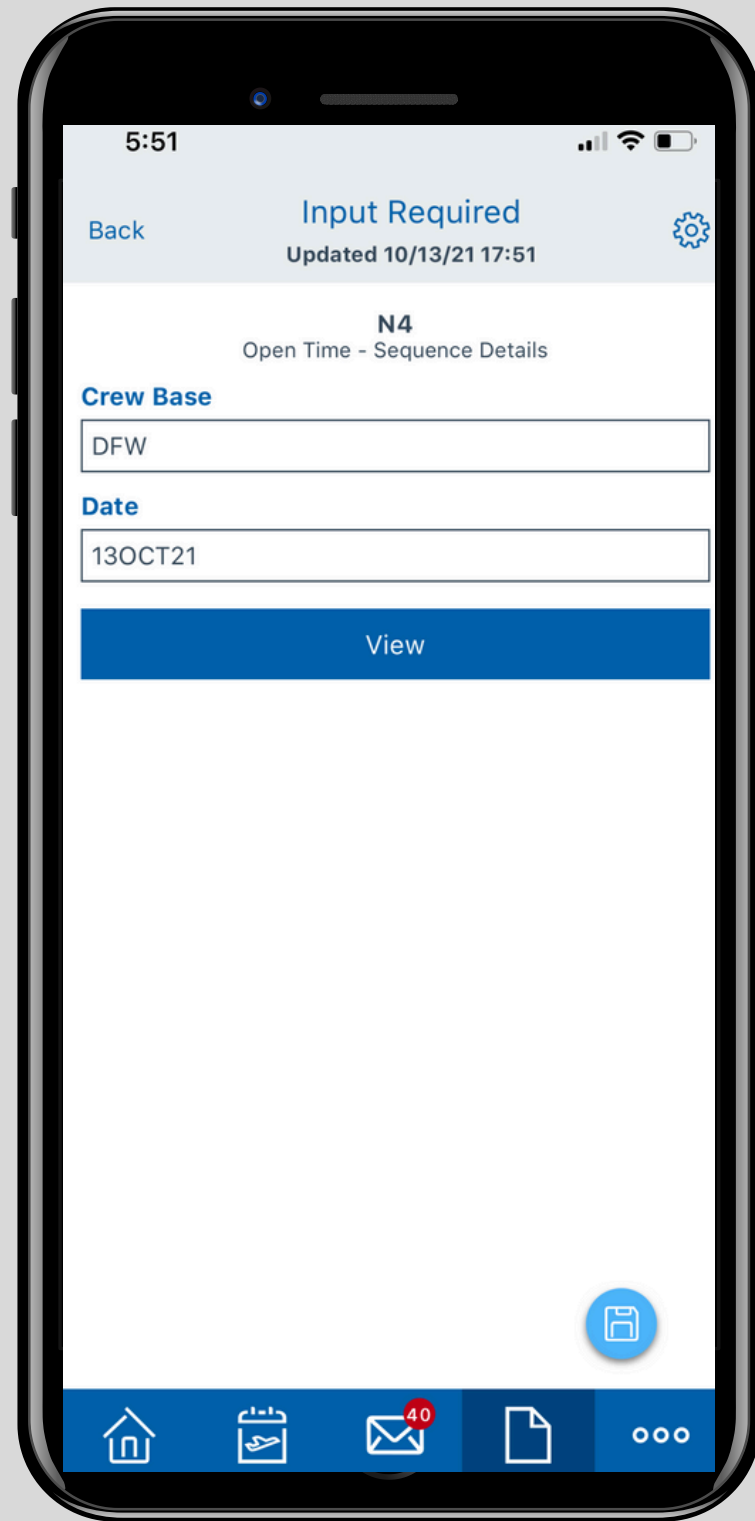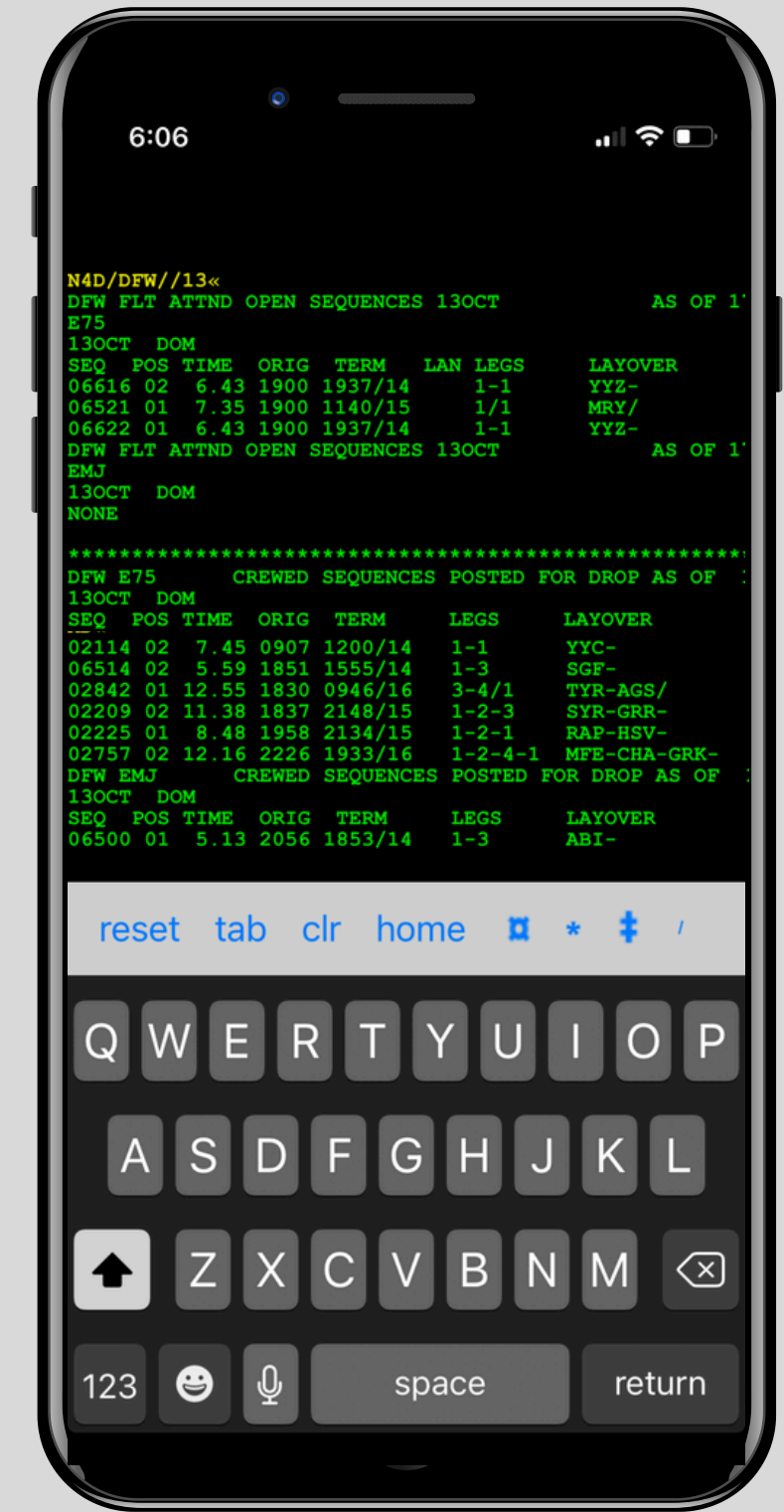
HOW TO VIEW OPEN TIME:

1. Through MobileCCI or MobileFOS.
2. This entry **N4D/(base)//(date)** will show all open pairings that you can preference for the following day, so long as you are legal and available!

MobileCCI: Input Required:N4   **MobileFOS:** N4D/DFW//DATE

OR

HOW TO PREFERENCE:

1. Through MobileFOS or DECS. Make sure to start off with a blank screen!

2. Then type the RF 200D RSV.
(D= DFW, C= ORD, M= MIA, P=PHX)

3. Now tap cursor to the top left hand screen. Then you hit Reset, Reset, Tab. (On Computers you can either use the tab to return to the top left hand screen and use Escape, Escape, Tab to start RF Message.

4. Now insert the sequence number for a trip, standby shift, or RAP you would like to ask for. Then, using tab all the way down to the 'send<' and click return/enter.

When done correctly it will say "Done"

Phone 1 screen:
```
RF 200D RSV
```

Phone 2 screen:
```
RF 200D RSV«
RF 200D RSV
HIO/54AE/ENY5/LAXF/5B63
*******************************************
*** DFW FA PREFERENCE BALLOT***
***ONLY ACCEPTED BETWEEN 1000-1400 CST**
F/A<..............  EMP<.......BASE: DFW
1<.....-.  2<.....-.  3<.....-.  4<.....-.
5<.....-.  6<.....-.  7<.....-.  8<.....-.
9<.....-.  10<.....-.  11<.....-..  12<.....-..
13<.....-.  14<.....-.  15<.....-..  16<.....-..
SEND<
  5 DIGIT SEQUENCE NUMBERS-FOLLOWED BY POSITION NUMBER
  RAP1 00001,   RAP2  00002,   RAP 3 00003
   ***PLEASE CHECK BID PACKET FOR TIMES**********
            ***B TERMINAL***
   S1. -01111,     S2. -02222,    S3. -03333,    S4. -04444
   S5. -05555
            ***E TERMINAL***
   S6. -06666     S7. -07777,    S8. -08888,    S9. -09999,
```