

# DECS ENTRIES

## To Sign into DECS:

[[ DECS

//MQ

BSIP (Employee #) - you will be prompted to enter your DECS password. Once this is done correctly you will see your in personal mode or have HI6 Message.

## Preference for next day:

- RF 200D RSV - to preference for next day reserve assignments, the preference window is open from 10:00-14:00 for the next day, reserve assignments finalized at 18:00 the night prior

## Useful Daily RSV Codes:

- H133/d/(date)/R - pulls up daily reserve list
- MD/Last Name - Jumps down the HI33 to find your actual hours
- N4D/(base)/(date) - displays open time for the date or ranges
- Or N4D/(base)/(date)/(date) - to get more date range
- N3D/base/(date) - to see who was awarded a sequence
- N6DF/(base)/(date)/S

## To Check your HI6 messages:

- HI6 - pulls up unread HI6 messages
- HI6P - prints the current HI6 messages
- HI6A - prints all unread HI6 messages
- HI16 or HI16/(date)/(date) - pulls up previous HI6 messages received between two dates

## To check your schedule:

- HI1 - current month's schedule
- HI2 - previous/next month schedule, changes from previous to next month when bids open
- HI3 - current sequence
- HI4 - previous sequence
- HI5 - next sequence
- 7V/employee - Actual flown hours by month

## Trade and Swaps:

- RF 200D SWAP - reserve swap within schedule
- RF 200D DRSV - drop a reserve day
- RF 200D TRAD - to trade with another flight attendant
- RF 200D OPEN - to request open time in ORD base

## Trade and Swaps (cont.):

- RF 200 OUT - to request open time in another base
- RF 200 RTD - to request a return day after being junior manned and fall below 11 days off.
- RF200 HTL - Commuter Hotel Request form

## Sequence and crew info:

- HSD/Emp#/C - "current", to view your or another FA sequence
- HSD/Emp#/N - "next", to view you or another FA sequence
- HSD/Emp#/L - "last", to view you or another FA Sequence
- HSS/(position)/(sequence#)/(date) - view a sequence by sequence #
- NS/(flight#)/(date)/(station) - view crew info with seniority
- NST/(flight#)/(date)/(station) - view crew first names and nicknames
- NSG/(flight#)/(date)/(station) - view crew with inbound connections

## Print weight and balance forms:

- RF 201 E75 - weight and balance form
- RF 201 E70 - weight and balance form

## Other useful entries:

- HI7 - view your personal information
- HI8 - view seniority and base information
- HI9 - passport information
- HI\*9 - crew qualifications
- HI10 - chargeable and non-chargeable absences
- HI10M - chargeable absences
- **Drop Reserve Day:** RF 200D DRSV
- **Pick up OT:** RF 200D Open
- **Check Airport Standby Sign-in:** RGG/Base/Date
- **Reason for delay:** DIF Date Flight #
- **TAFB by Month:** HI12/Month
- **Borrow Vacation Day from next year (up to 6days after probation):** RF 200 POV6