

PBS Guide

Adding First Bid

Prepared by
AFA PBS REPS
7/2025

HOW TO ACCESS NAVBLUE FROM MYENVOY.COM WEBPAGE?

The screenshot displays the MyEnvoy.com website interface. At the top, the 'envoy' logo is on the left, and navigation links for 'Pay & Benefits', 'Travel', 'Policies', 'Resources', and 'Departments' are on the right. A blue circle with the number '1' highlights the 'Departments' link. Below the navigation bar is a large banner image of two flight attendants. Overlaid on the banner is a white box with the text: 'Attention all Flight Attendants Prevent Live Doors! When Arming/Disarming, do NOT touch the white Door Control Handle. Stay focused on ALL normal and non-normal door procedures. Do NOT open any ERJ door unless it is an emergency situation! Before touching the door, STOP-FOCUS-REVIEW. Remember, all ERJ doors must always be opened from the outside by ground personnel during normal operations!'. To the right of the banner is a 'QUICK LINKS' section with a list of links: 'IPM & iPhone EFB Resources', 'PBS, Bidding, & Seniority Lists', 'CERS Online Reporting', 'CSAP Reporting', 'Training', 'Inflight Service/Catering', 'Crew Hotels/MyCrewCare', and 'Safety/Security'. A blue circle with the number '2' highlights the 'Flight Service' option in the 'Departments' dropdown menu on the far right. The dropdown menu lists: 'Communications', 'Crew Scheduling', 'Customer Services', 'Dispatch', 'Finance', 'Flight', 'Flight Service', 'Human Resources', 'Information Technology', 'International', 'Maintenance & Technical Services', 'Safety and Security', and 'Trade Compliance'.

envoy

Pay & Benefits ▾ Travel ▾ Policies ▾ Resources ▾ Departments ▾

1

Attention all Flight Attendants
Prevent Live Doors!
When Arming/Disarming, do NOT touch the white Door Control Handle.
Stay focused on ALL normal and non-normal door procedures.
Do NOT open any ERJ door unless it is an emergency situation!
Before touching the door, STOP-FOCUS-REVIEW. Remember, all ERJ doors must always be opened from the outside by ground personnel during normal operations!

Flight Service

QUICK LINKS

- IPM & iPhone EFB Resources
- PBS, Bidding, & Seniority Lists
- CERS Online Reporting
- CSAP Reporting
- Training
- Inflight Service/Catering
- Crew Hotels/MyCrewCare
- Safety/Security

2

Departments ▾

- Communications
- Crew Scheduling
- Customer Services
- Dispatch
- Finance
- Flight
- Flight Service
- Human Resources
- Information Technology
- International
- Maintenance & Technical Services
- Safety and Security
- Trade Compliance

Step 1 - Click on Departments, a pop-up window opens; and

Step 2 - Click Flight Service

Attention all Flight Attendants

Prevent Live Doors!

When Arming/Disarming, do NOT touch the white Door Control Handle.

Stay focused on ALL normal and non-normal door procedures.

Do NOT open any ERJ door unless it is an emergency situation!

Before touching the door, STOP-FOCUS-REVIEW. Remember, all ERJ doors must always be opened from the outside by ground personnel during normal operations!

Flight Service

QUICK LINKS



IPM & iPhone EFB Resources



PBS, Bidding, & Seniority Lists



CERS Online Reporting



CSAP Reporting



Training



Inflight Service/Catering



Crew Hotels/MyCrewCare

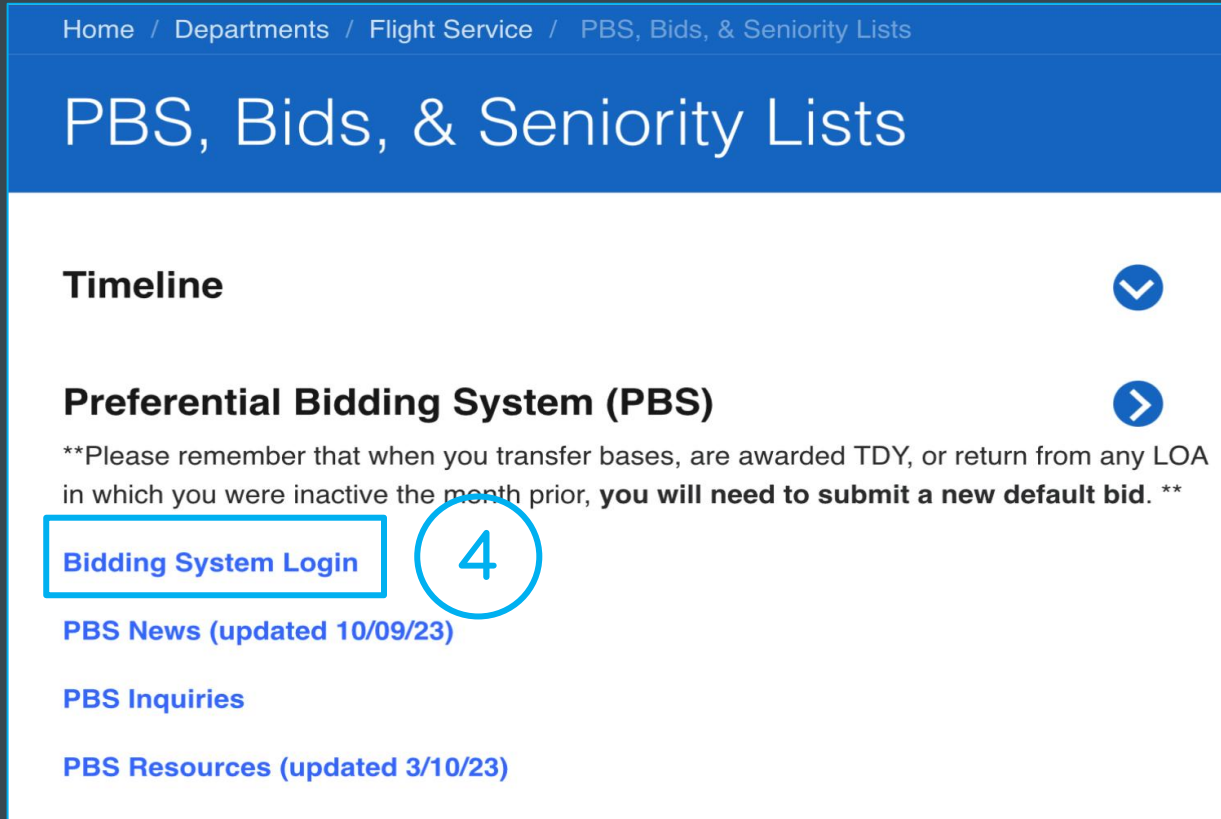


Safety/Security

3


Step 3 - Click on PBS, Bidding, & Seniority Lists


HOW TO ACCESS NAVBLUE FROM THE MAIN PBS PAGE?



Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline 

Preferential Bidding System (PBS) 

****Please remember that when you transfer bases, are awarded TDY, or return from any LOA in which you were inactive the month prior, **you will need to submit a new default bid.** ****

Bidding System Login

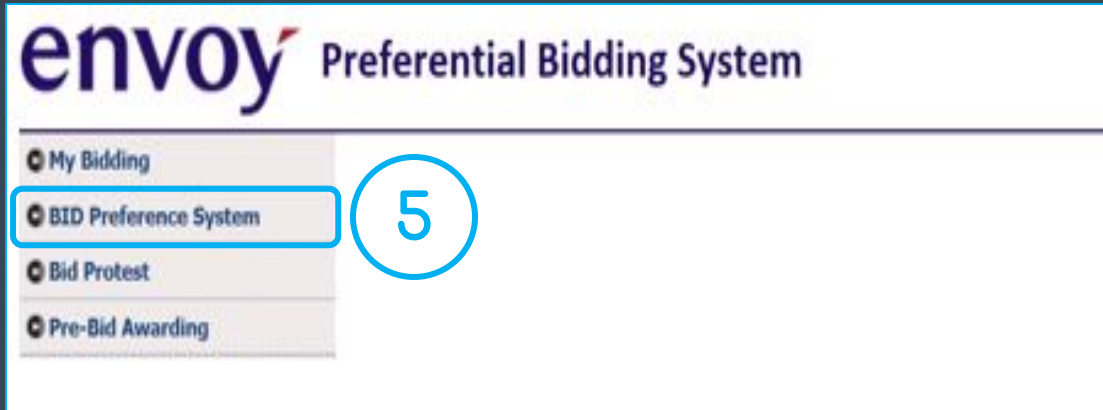
PBS News (updated 10/09/23)

PBS Inquiries

PBS Resources (updated 3/10/23)

Step 4 - Click on Bidding System Login

AT THE PRE-BID PAGE

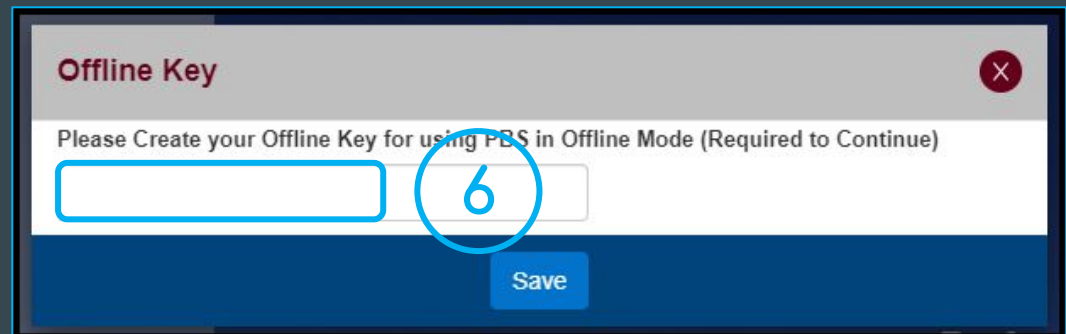


Step 5 - Click on
BID Preference
System

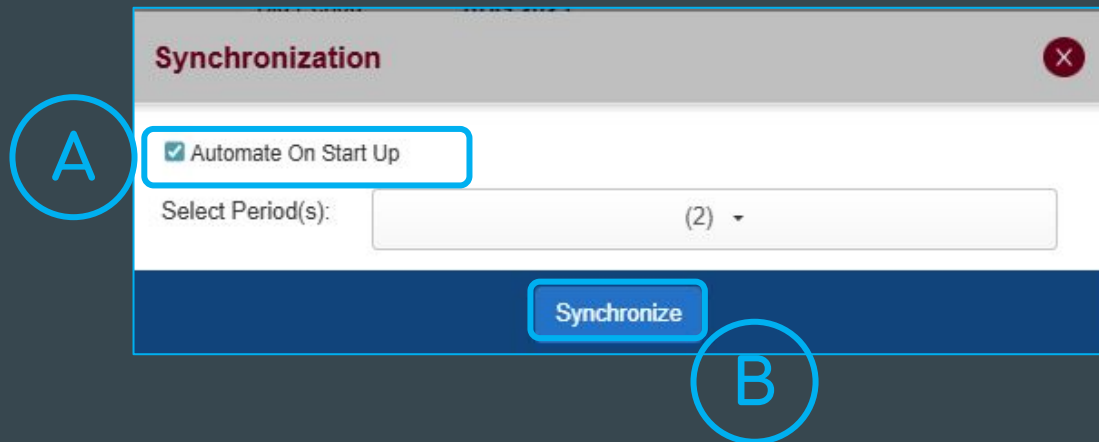
BID PREFERENCE SYSTEM LOGIN

Step 6 - The system
will prompt for an
Offline Key.

- Type 1234
- Click Save



SYNCHRONIZATION



- A: Automate on Start Up – ✓ Click on the box next to Automate On Start Up
- B: Click Synchronize

NavBLUE PBS

Info

Calendar

Pairings

Bids

Results

Bid Period: 2025-08-01 To 2025-08-30 Confirmation # 1372858985 Last Submitted: 19 Jul, 2025 00:30 UTC

JUAN VARGAS ... (00609376) DFW-ALL-FA:305

Information

Bidder Details

Name : JUAN VARGAS REYES

Employee Number : 00609376

Languages : EN

Bid Period : AUG 2025

Bid Period Start : 2025-08-01

Bid Period End : 2025-08-30

DFW-ALL-FA

Eligible: Yes

Seniority: 305

Category Seniority: 112 of 978 (11.5%)

Reduced Block: No

Restricted Equipment:

Restricted Location:

Restricted Positions:

Restricted Location Groups:

Bidding Information

Posted on 20 Apr, 2018 18:48

What is new with PBS?

Click on [PBS NEWS](#) to find out.

Want to review the PBS Training Material?

Click on [PBS RESOURCES](#) to access it.

Upcoming Activities

SA

A 24 Jul, 2025 00:00

A 28 Jul, 2025 00:00

T4

A 30 Jul, 2025 00:00

A 31 Jul, 2025 00:00

01 D

02 D

03 D

04 D

2494

1350

378

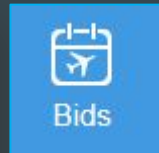
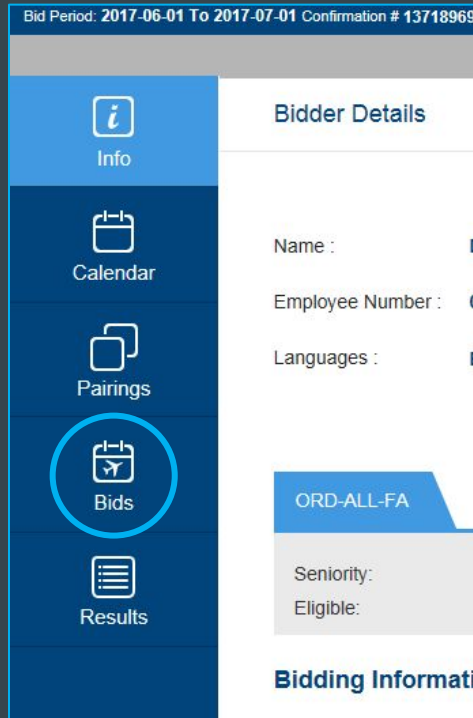
Total Pairings Day Wise

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You accessed the PBS website, and your device screen should look like this image.

Please follow the next steps in order to add your bid.

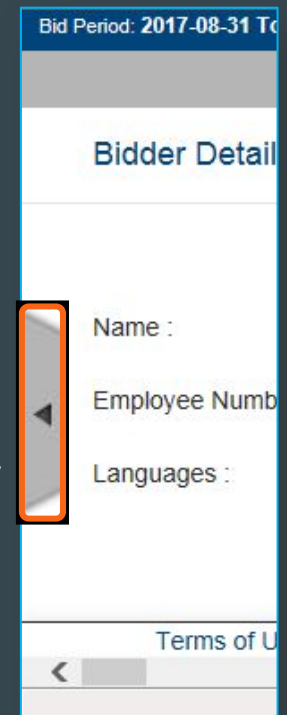
NAVIGATION TABS

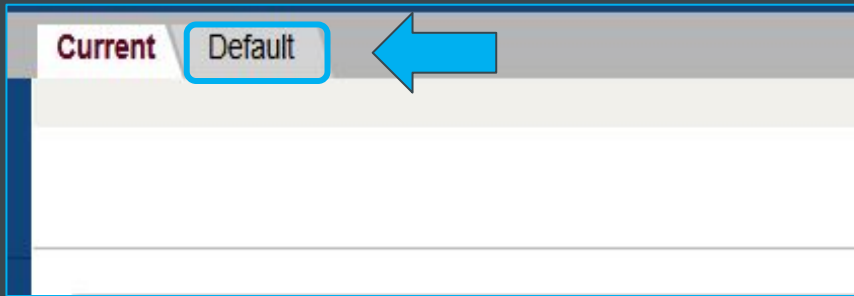


1. Click the Bids Tab

In smaller devices,
you will not be able
to see the
Navigation Tabs.

Click here (small gray
tab) to display the
navigation tabs.





2. Select Bid Type - Click on Default Tab

USE YOUR DEFAULT BID !!

You will be using your default bid, because you will make very few changes to it during the first months.

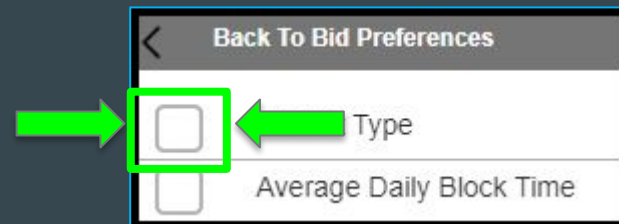
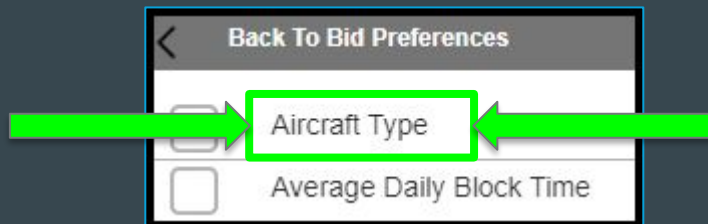
IMPORTANT!!!

TO ADD

ALWAYS CLICK
ON THE
WORDS

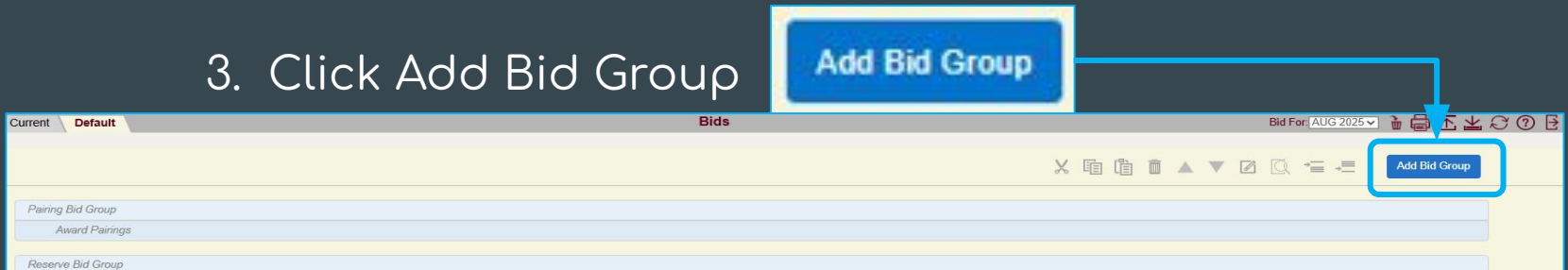
TO REMOVE

CLICK ON
THE
CHECKBOX



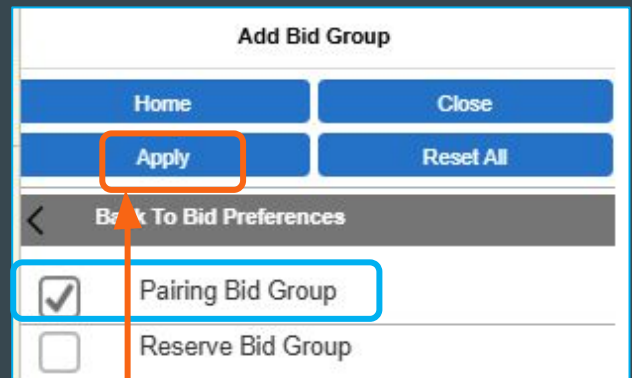
STARTING A PAIRINGS BID GROUP

3. Click Add Bid Group



4. Click

Pairing Bid Group



5. Click

Apply



WAIVE BID PREFERENCES

Home	Close
Apply	Reset All
<input type="checkbox"/>	Add Bid Group
<input type="checkbox"/>	Prefer Off
<input type="checkbox"/>	Award Pairings
<input type="checkbox"/>	Avoid Pairings
<input type="checkbox"/>	Instruction
<input type="checkbox"/>	Set Condition
<input type="checkbox"/>	Waive

Waive	
Home	Close
Apply	Reset All
< Back To Bid Preferences	
<input type="checkbox"/>	Minimum 2 Days Off In A Row
<input type="checkbox"/>	No Same Day Pairings
<input type="checkbox"/>	1 Day Off in 7

Waivers are used to allow certain pairing combinations that otherwise would be not possible due to contractual restrictions. Their use is optional and it is the bidder's choice to use some or all of them.



Minimum 2 Days Off In A Row

Waive the required 2 days off every time you are awarded a day off. This reduces the minimum days off from 2 to 1.

AEX	GCK	TYR		ABI	SPS	ABI		ELP	RDU
12:21				13:35				14:43	Jul4
		11:43				14:02			21:31
013:19				016:29				004:00	
28285				28307				02548	
F1				F1				F1	

This is an example of what the result might look like.



No Same Day Pairings

Allows PBS to award a pairing beginning the same day another pairing ends, providing you meet all legalities.

GRK	SGF				
14:44					
	07:43				
013:56					
02549					
F2					
		SPS	BPT	SPI	
		21:45		17:41	
		010:26			
		28425			
		F1			

This is an example of what the result might look like.

☐ 1 Day Off in 7

Allow 24 hours free from duty in lieu of a calendar day in domicile per 7-day period.

DSM	AVI	CAE	LIT	ROC	AVI	SGF	DAY
07:50		09:41	11:40		11:55	15:27	09:43
013:07			011:25			012:20	
02166			02401			02583	
F1			F1			F2	

This is an example of what the result might look like.

If you agree with any or all of the Waivers, you may add them by following these instructions (one Waiver at a time):

1. Click Waive
2. Select the waiver you want to use, one at a time
3. Each time click **Apply**

Home

Close

Apply

Reset All

☐

Add Bid Group

☐

Prefer Off

☐

Award Pairings

☐

Avoid Pairings

☐

Instruction

☐

Set Condition

☐

Waive



Waive

Home

Close

Apply

Reset All

<

Back To Bid Preferences

☐

Minimum 2 Days Off In A Row

☐

No Same Day Pairings

☐

1 Day Off in 7



Waive

Home

Close

Apply

Reset All

<

Back To Bid Preferences

☒

Minimum 2 Days Off In A Row

☐

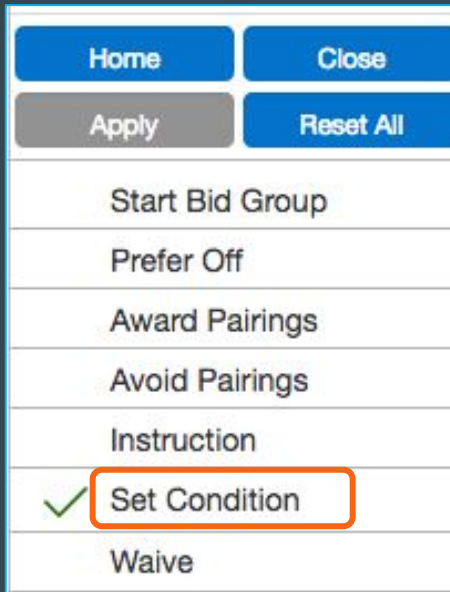
No Same Day Pairings

☐

1 Day Off in 7

SET CONDITION

1. Select Set Condition



A screenshot of a web interface for PBS. At the top, there are four buttons: 'Home' (blue), 'Close' (blue), 'Apply' (grey), and 'Reset All' (blue). Below these is a list of options: 'Start Bid Group', 'Prefer Off', 'Award Pairings', 'Avoid Pairings', 'Instruction', 'Set Condition', and 'Waive'. The 'Set Condition' option is highlighted with a green checkmark on the left and an orange rectangular border around the text.

2. Select Minimum Credit Window

3. Click

- PBS has three credit targets: Minimum credit (65), Normal Credit (75), and Maximum Credit (91)
- The credit window is the target of hours PBS must reach to complete your pairings block
- The lowest number of minimum credit lines awarded will never be less than 5% of the domicile population. But depending on the targets it may be awarded to more than 5%.
- That is why it is so important to include Set Condition Minimum Credit in your pairings bid group.
- This will not guarantee that you will hold a line, but it does increase the chances.

AWARD PAIRINGS

1. Select Award Pairings

	Start Bid Group
	Prefer Off
✓	Award Pairings
	Avoid Pairings
	Instruction
	Set Condition
	Waive

2. Next, choose Average Daily Credit (which is the average number of hours per day on a pairing). This tells the system to look for and give you pairings with higher daily credit hours.

	Aircraft Type
	Average Daily Block Time
✓	Average Daily Credit

3. Click & Select:

Greater Than >	▼
----------------	---

4. On:

^	^
000	00
▼	▼

5. Change the credit hours from 000 to 004

6. Click

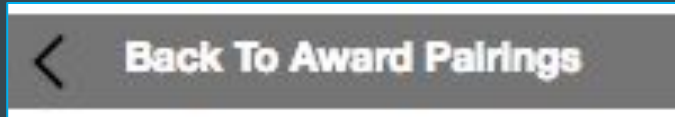
Apply

7. Change the 004 to 003 and

Apply

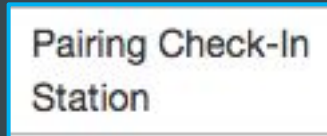
AWARD PAIRINGS

8. Click on



9. Then Click on the check mark  on Average Daily Credit to deselect it

10. Scroll down to



and click

11. Click to select



12. Click on the base so it turns dark gray, with a check mark

**Example:



13. Click apply



1	Pairing Bid Group
2	Waive Minimum 2 Days Off In A Row
3	Waive No Same Day Pairings
4	Waive 1 Day Off in 7
5	Set Condition Minimum Credit Window
6	Award Pairings If Average Daily Credit > 004:00
7	Award Pairings If Average Daily Credit > 003:00
8	Award Pairings If Pairing Check-In Station ORD
Award Pairings	

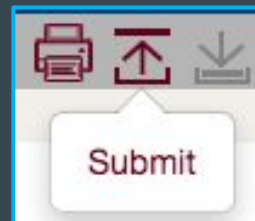
This is how your bid group should look if you used all waivers.

1	Pairing Bid Group
2	Set Condition Minimum Credit Window
3	Award Pairings If Average Daily Credit > 004:00
4	Award Pairings If Average Daily Credit > 003:00
5	Award Pairings If Pairing Check-In Station ORD
Award Pairings	

If you did not use waivers, the bid group will look shorter like on this example.

Your Pairings Bid is complete, please submit so you do not lose the work done.

- Click on the Submit symbol



- Look for a confirmation number verifying your bid was submitted successfully. It's wise to take a screenshot for you records.

Before we start with the Reserve Bid Group

What can I prefer for when bidding Reserve?

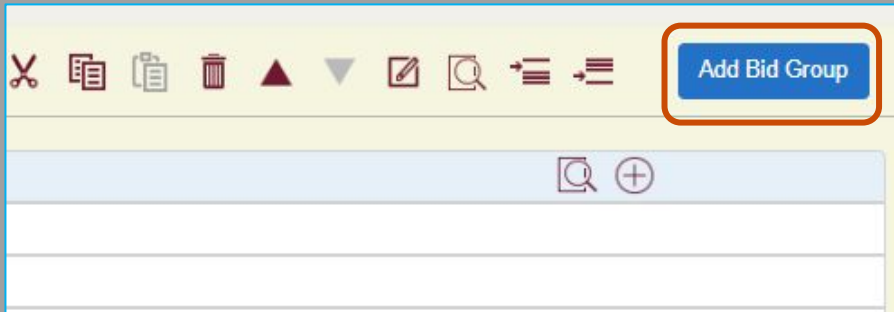
Reserve bidders will only have the option to prefer for Days off

When preferring for days off, the bidder can use:

- The default 4-3-2-2 days off combination
- A specific combination other than 4-3-2-2 (Waivers needed)
- Set condition combinations with or without date range

STARTING A RESERVE BID GROUP

1



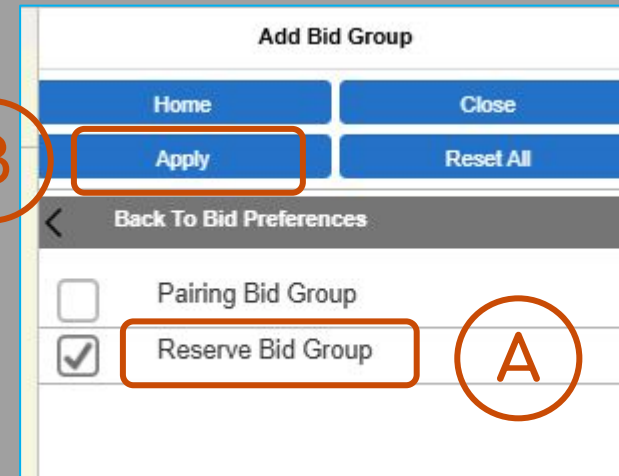
Click Add Bid Group



2

A: Click on Reserve Bid Group, &
B: Click Apply

B



A



Remember to click on
top of the word for
adding/selecting

Bid Preference Editor

Home Close

Apply Reset All

☐ Add Bid Group

☐ **Prefer Off**

☐ Set Condition

☐ Waive

3 Click on Prefer Off

Prefer Off

Home Close

Apply Reset All

< Back To Bid Preferences

☐ **Dates List**

☐ Dates Range

☐ Weekends

☐ Days Of Week List

☐ Days Of Week Range

☐ Else Start Next Bid Group

☐ All or Nothing

4 Click on Date List



Remember to click on the word for adding/selecting

Dates List

Home Close

Apply Reset All

< Back To Prefer Off

< SEP 2025 >

Su	Mo	Tu	We	Th	Fr	Sa
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

☐ Apply Time Range to Each Date

A calendar will display.

Dates List

Home Close

Apply Reset All

< Back To Prefer Off

< SEP 2025 >

Su	Mo	Tu	We	Th	Fr	Sa
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

NOTE: If the calendar doesn't show the correct bidding month, change it by clicking the arrows next to the month that's currently showing.

5 Click on the days you want to select as off, starting with the most important, these will be highlighted in blue. When you finish selecting, click Apply.

Home Close

Apply Reset All

< Back To Prefer Off

< SEP 2025 >

Su	Mo	Tu	We	Th	Fr	Sa
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

WAIVERS FOR RESERVE

As mentioned earlier, the guideline is to have blocks of 4-3-2-2 days off, adding up to a total of 11 days off."

If the days off you selected don't follow the 4-3-2-2 rule, you'll need to add waivers.

From the Date List Calendar (after you've selected and applied your dates), follow these instructions to add the necessary waivers.

Dates List	
Home	Close
Apply	Reset All
Back To Prefer Off	



Click on "Back to Prefer Off" (twice), and then Click on Waive.

Bid Preference Editor	
Home	Close
Apply	Reset All
<input type="checkbox"/>	Add Bid Group
<input type="checkbox"/>	Prefer Off
<input type="checkbox"/>	Set Condition
<input type="checkbox"/>	Waive



Waive

Home

Close

Apply

Reset All

< Back To Bid Preferences



Minimum 2 Days Off In A Row



Block of 4 Days Off



Block of 3 Days Off

Waive

Home

Close

Apply

Reset All

< Back To Bid Preferences



Minimum 2 Days Off In A Row



Block of 4 Days Off



Block of 3 Days Off

Waive

Home

Close

Apply

Reset All

< Back To Bid Preferences



Minimum 2 Days Off In A Row



Block of 4 Days Off



Block of 3 Days Off

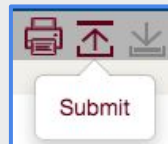
If you have single days off, you need this waiver.

If your preferred days off do not include a block of 4 days off in a row, select this waiver

If your preferred days off do not include a block of 3 days off in a row, select this waiver.

Your Reserve Bid is complete, please Submit so you do not lose the work done.

- Click on the Submit symbol



- Look for a confirmation number verifying your bid was submitted successfully. It's wise to take a screenshot for you records.

Current

Default

Bids

Bid For

Add Bid Group

1 Pairing Bid Group

2 Set Condition Minimum Credit Window

3 Award Pairings If Average Daily Credit > 004:00

4 Award Pairings If Average Daily Credit > 003:00

5 Award Pairings If Pairing Check-In Station DFW

Award Pairings

6 Reserve Bid Group

7 Waive Block of 3 Days Off

8 Prefer Off Aug 31, 2025, Sep 1, 2025, Sep 2, 2025, Sep 3, 2025, Sep 4, 2025, Sep 26, 2025, Sep 27, 2025, Sep 18, 2025, Sep 19, 2025, Sep 10, 2025, Sep 11, 2025

This image shows what your bid will look like after adding a Pairings Bid Group (bid lines 1–5) and a Reserve Bid Group (bid lines 6–8).

Note: If Waivers for Pairings were added during the process, this bid group will have more bid lines than what's shown in the image.

Reminders for Reserve

Once you are done selecting the Prefer Off, need to make sure it is a legal reserve bid preference. How do you know? Ask the questions:

- Do I have 2 blocks of 2? (This is required and cannot be waived)
- Do I have more than 6 work days in a row? (If so, go back and fix it)
- Do I have single working days? (If so, go back and fix it)
- Do I have a block of 3? (If no, make sure to add the waiver)
- Do I have a block of 4? (If no, make sure to add the waiver)
- Do I have single days off? (If no, make sure to add the waiver)
- Do I have more than 11 days off? (If yes, remove some days)

Parameters to build a Reserve block

- **Two Blocks Of 2 Days Off** - The 2 blocks of 2 **can't be waived**. They may be contained in a group that is exactly a block of two or a larger group.
- **6 Working Days** - No block of working days may exceed 6 days in a row. They may be less, but no more.
- **Single reserve days** - Will not be honored, unless that day is adjacent to workdays from the previous month, or a pre-planned work day like Training Day.
- **11 days off** - Reserve blocks will contain 11 days off. When requesting days off you may select less than 11, not more. If more are selected, some will be denied.
- **Single days off** - If single days off are preferred for the "Waive minimum 2 Days Off" must be inserted in the bid group.
- **Block of 4 Days Off** - If the bid group does not contain a block of 4 days off, the "Waive Block of 4 Days Off" must be inserted in the bid group.
- **Block Of 3 Days Off** - If the bid group does not contain a block of 3 days off, the "Waive Block of 3 Days Off" must be inserted in the bid group.