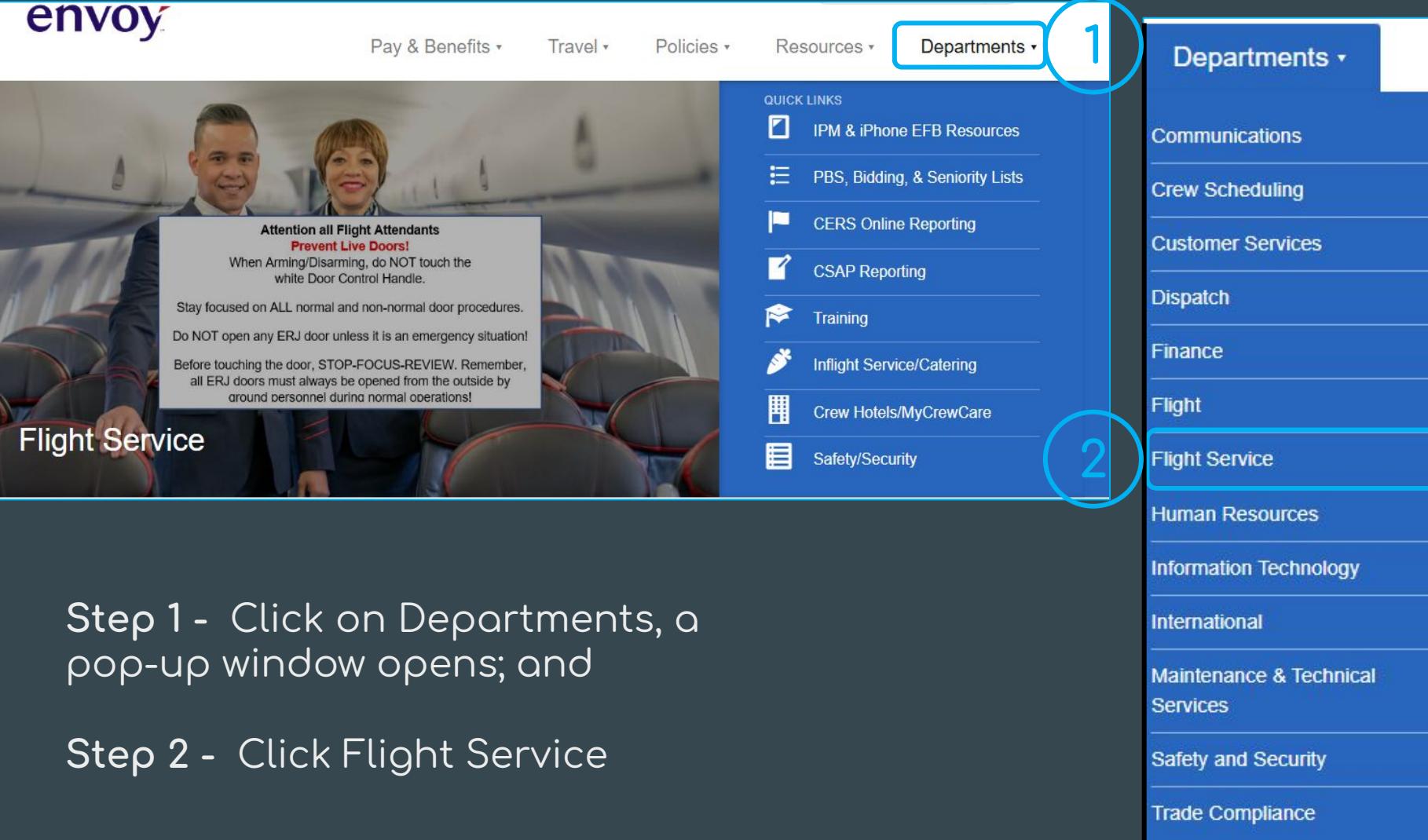


# PBS Guide

# Adding First Bid

Prepared by  
AFA PBS REPS  
7/2025

# HOW TO ACCESS NAVBLUE FROM MYENVOY.COM WEBPAGE?



The image shows the Envoy Airlines website. At the top, there is a navigation bar with links: Pay & Benefits, Travel, Policies, Resources, Departments (highlighted with a blue box and a circled '1'), and a search bar. Below the navigation is a banner featuring two flight attendants in an airplane cabin. The banner text reads:

**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**

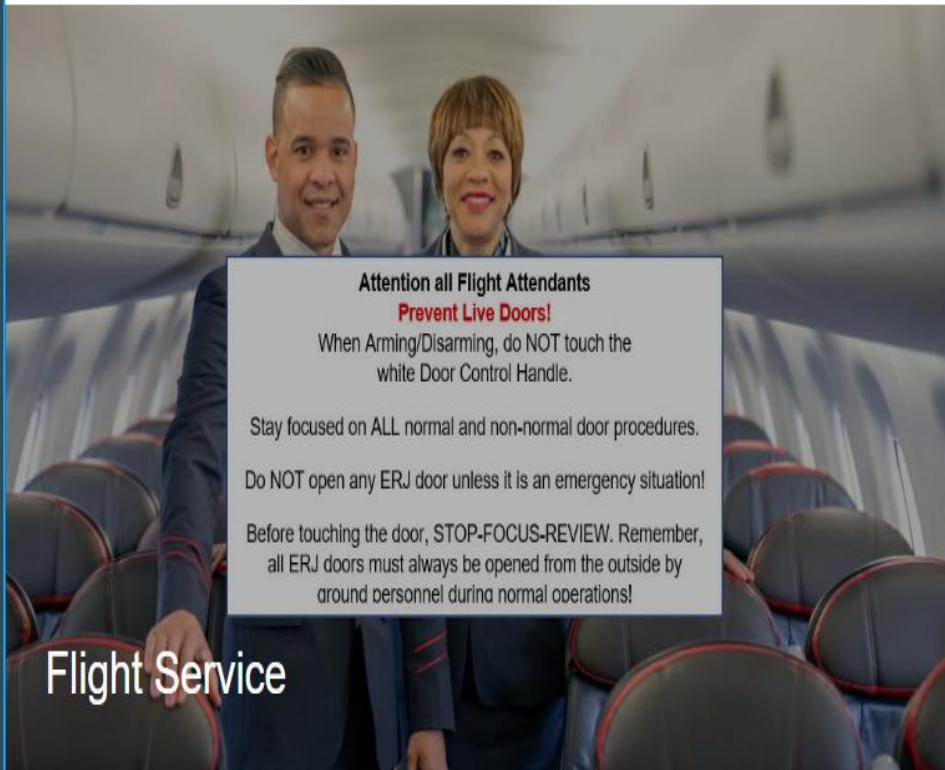
On the right side, there is a 'QUICK LINKS' sidebar with the following items:

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

Below the sidebar, the 'Flight Service' link is highlighted with a blue box and a circled '2'.

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

**Step 2 - Click Flight Service**

[Pay & Benefits](#)[Travel](#)[Policies](#)[Resources](#)[Departments](#)

#### QUICK LINKS

IPM & iPhone EFB Resources

**PBS, Bidding, & Seniority Lists**

3

CERS Online Reporting

CSAP Reporting

Training

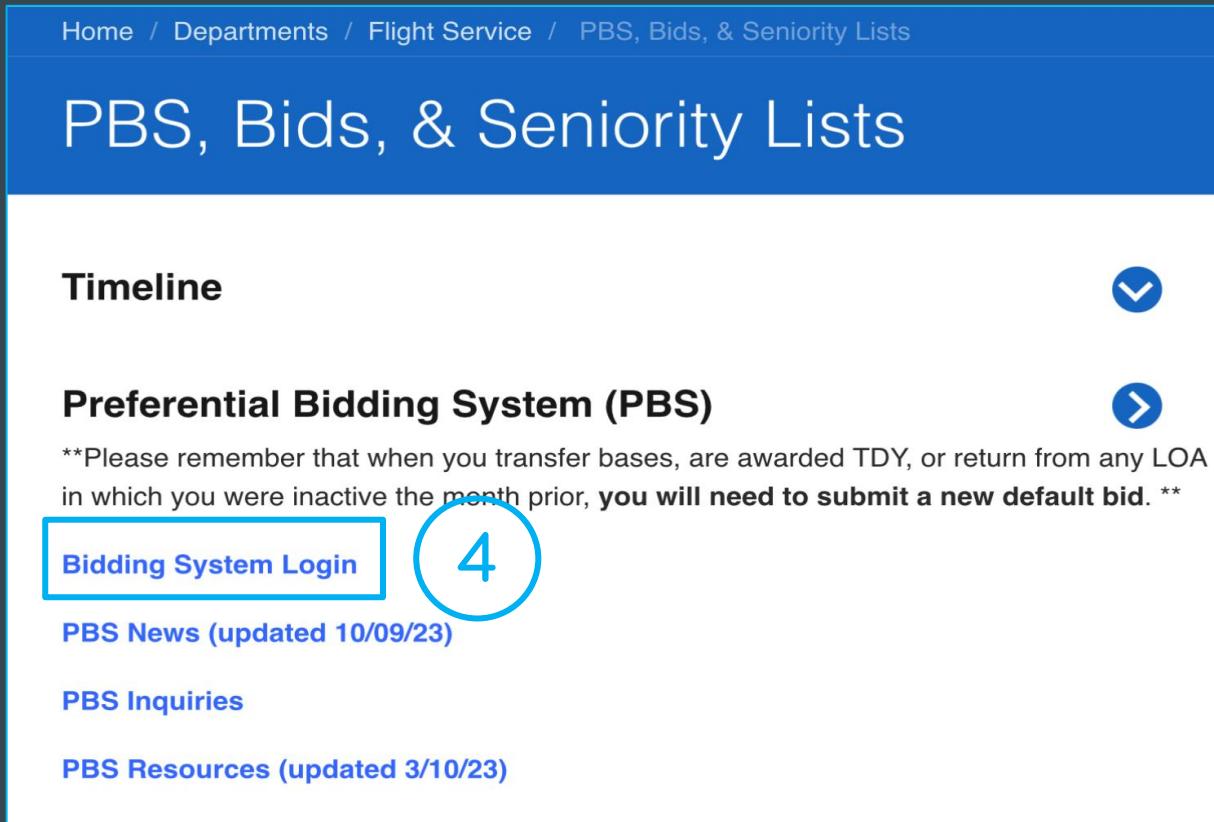
Inflight Service/Catering

Crew Hotels/MyCrewCare

Safety/Security

**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.** \*\*

**4**   
[Bidding System Login](#)

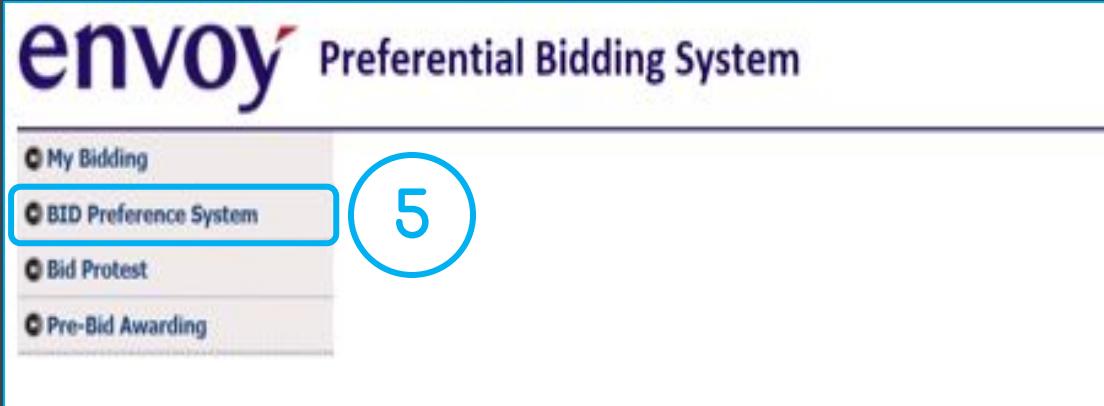
[PBS News \(updated 10/09/23\)](#)

[PBS Inquiries](#)

[PBS Resources \(updated 3/10/23\)](#)

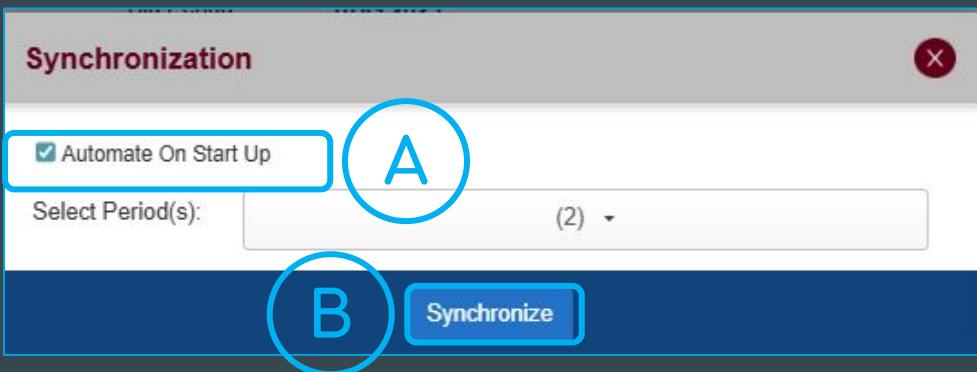
Step 4 - Click on Bidding System Login

# AT THE PRE-BID PAGE



Step 5 - Click on BID Preference System

## SYNCHRONIZATION



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

B: Click Synchronize

# NavBLUE PBS

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

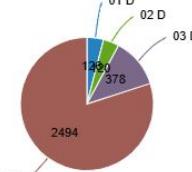
JUAN VARGAS ... (00609376) DFW-ALL-FA:305

Information

Bidder Details

Name : <b>JUAN VARGAS REYES</b>	Bid Period : <b>AUG 2025</b>
Employee Number : <b>00609376</b>	Bid Period Start : <b>2025-08-01</b>
Languages : <b>EN</b>	Bid Period End : <b>2025-08-30</b>

Total Pairings Day Wise



Eligible: <b>Yes</b>	Restricted Equipment:
Seniority: <b>305</b>	Restricted Location:
Category Seniority: <b>112 of 978 (11.5%)</b>	Restricted Positions:
Reduced Block: <b>No</b>	Restricted Location Groups:

DFW-ALL-FA

**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.

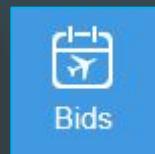
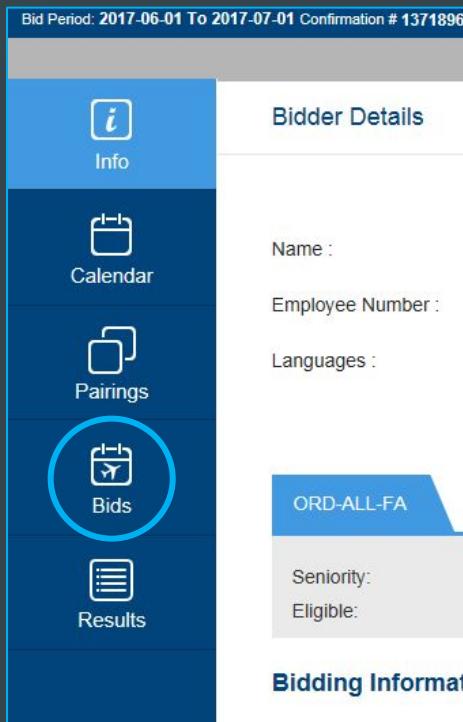
Upcoming Activities

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

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.

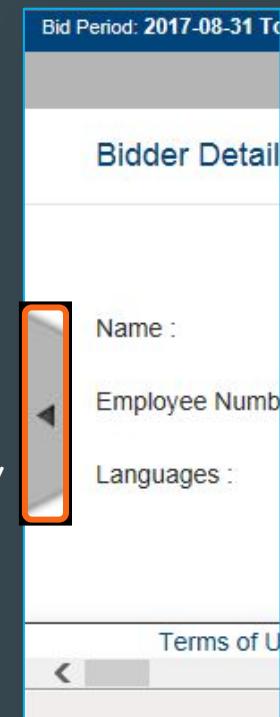
# NAVIGATION TABS

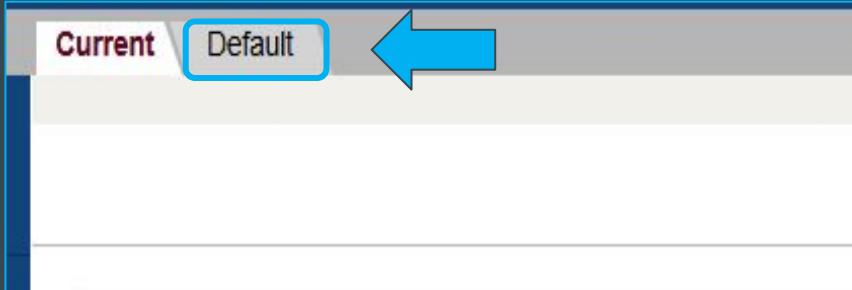


1. Click the Bids Tab

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.

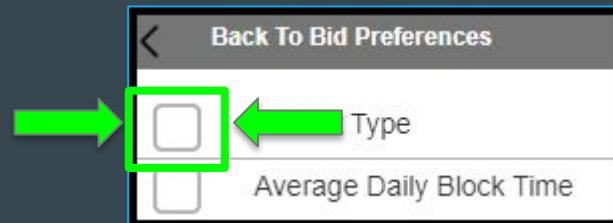
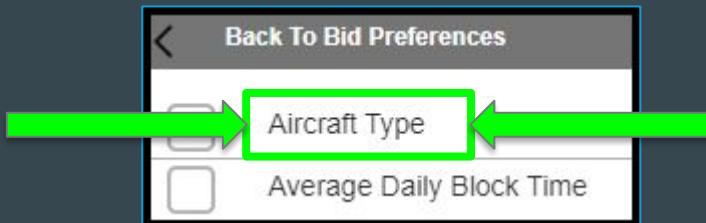
# IMPORTANT!!!

TO ADD

ALWAYS CLICK  
ON THE  
WORDS

TO REMOVE

CLICK ON  
THE  
CHECKBOX



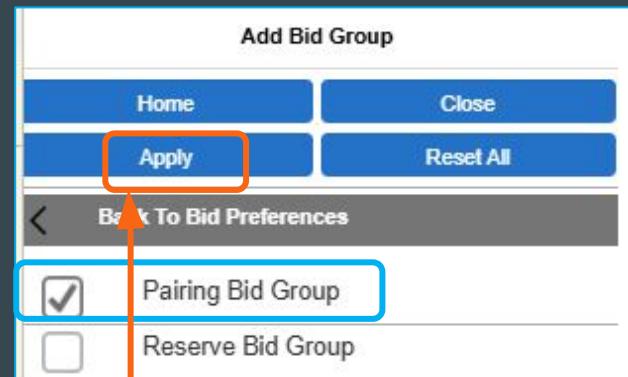
# STARTING A PAIRINGS BID GROUP

3. Click Add Bid Group



4. Click

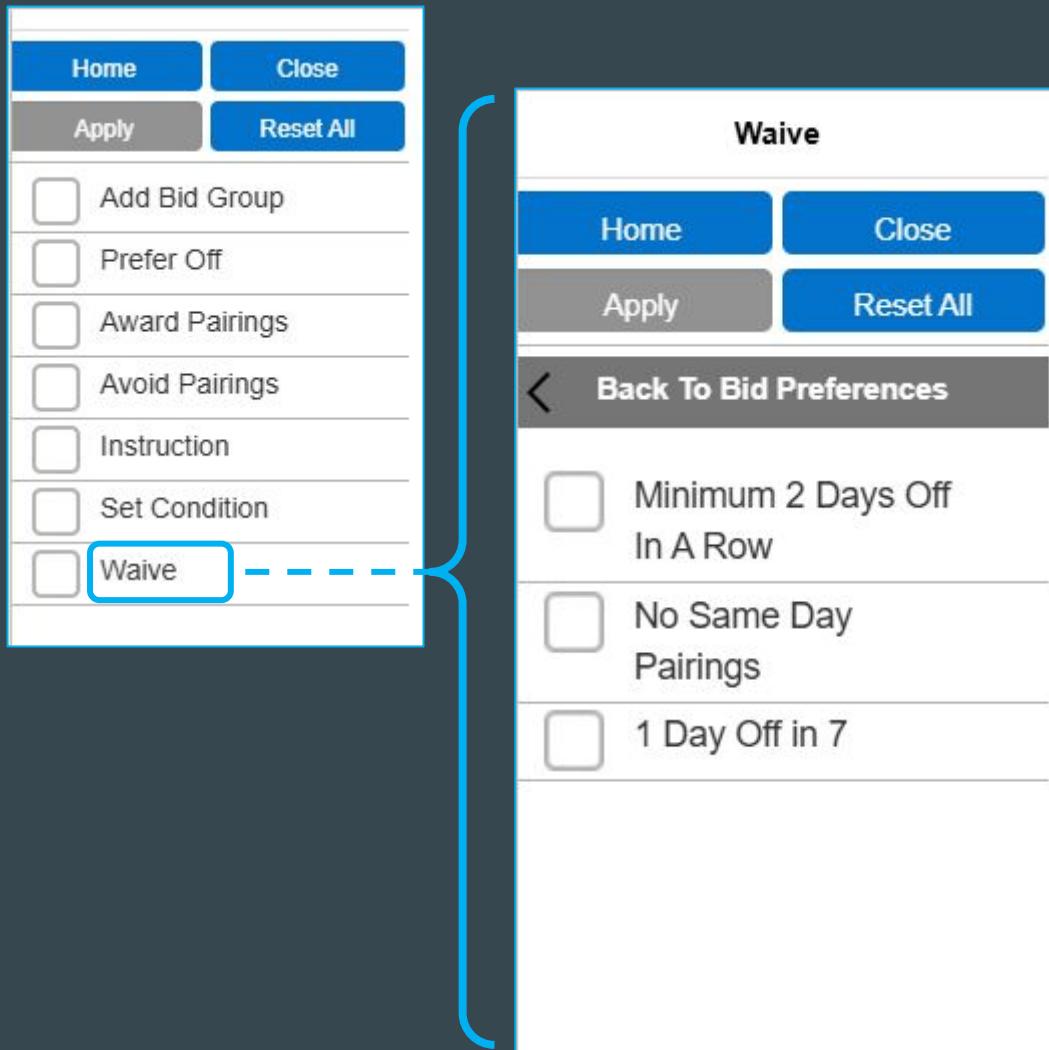
Pairing Bid Group



5. Click

Apply

# WAIVE BID PREFERENCES



The image displays two screenshots of a software interface for managing bid preferences. The left screenshot shows a list of checkboxes for various bid preferences, with 'Waive' highlighted with a blue dashed box and a blue bracket pointing to the right screenshot. The right screenshot shows a 'Waive' screen with three specific waiver options: 'Minimum 2 Days Off In A Row', 'No Same Day Pairings', and '1 Day Off in 7'.

**Left Screenshot (Bid Preferences):**

- Home
- Close
- Apply
- Reset All

Add Bid Group

Prefer Off

Award Pairings

Avoid Pairings

Instruction

Set Condition

Waive

**Right Screenshot (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

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		11:43	13:35		14:02	14:43	Jul4
013:19			016:29			004:00	21:31
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					
013:50							
02549							
F2							
			SPS	RPT	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	CAF	LIT	ROC	AVI	SGF	DAY
07:50		09:41	11:40		11:55	15:27	
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
<b>Apply</b>	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	



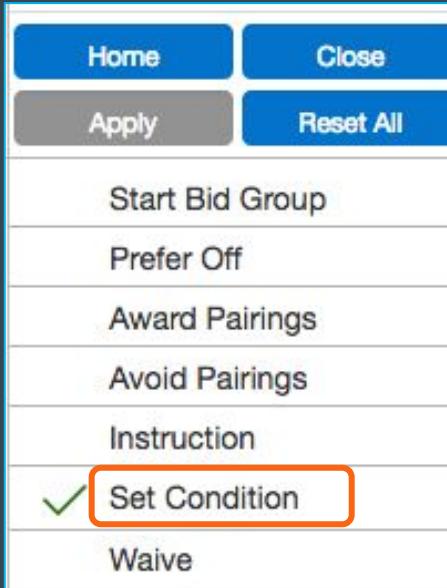
<b>Waive</b>	
Home	Close
<b>Apply</b>	Reset All
< Back To Bid Preferences	
<input type="checkbox"/> Minimum 2 Days Off In A Row	
<input type="checkbox"/> No Same Day Pairings	
<input type="checkbox"/> 1 Day Off in 7	



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

# SET CONDITION

## 1. Select Set Condition



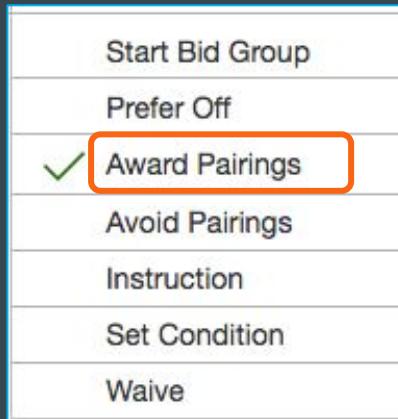
## 2. Select Minimum Credit Window

## 3. Click **Apply**

- 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

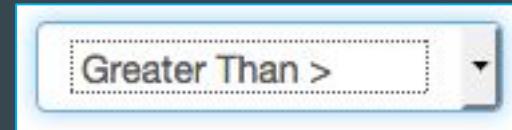
## 1. Select Award Pairings



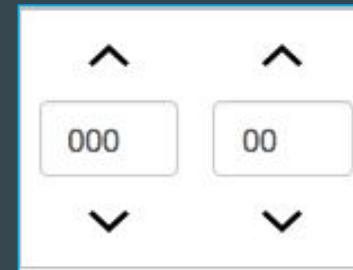
2. Next, choose Average Daily Credit (which is the average number of hours per day on a pairing). This tells the system to look for and give you pairings with higher daily credit hours.



## 3. Click & Select:



## 4. On:



5. Change the credit hours from 000 to 004

## 6. Click

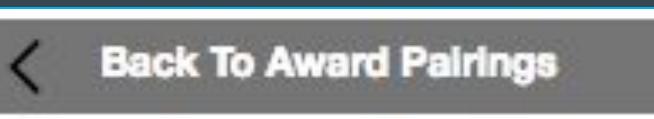


7. Change the 004 to 003 and



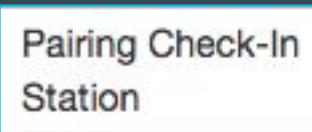
# AWARD PAIRINGS

8. Click on



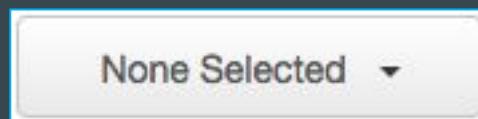
9. Then Click on the check mark  on Average Daily Credit to deselect it

10. Scroll down to



and click

11. Click to select



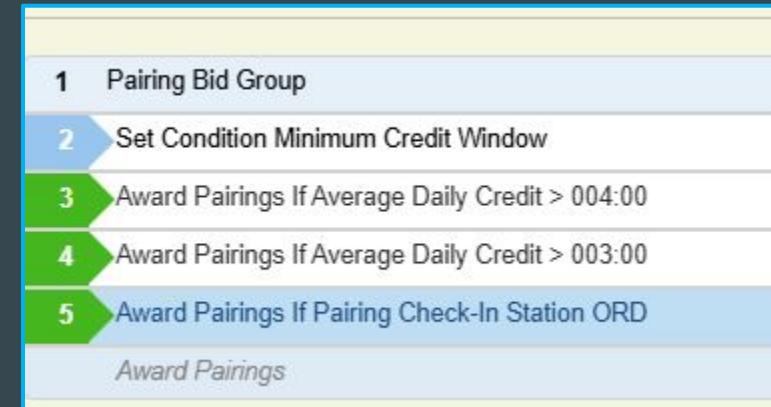
12. Click on the base so it turns dark gray, with a check mark

\*\*Example:



13. Click apply





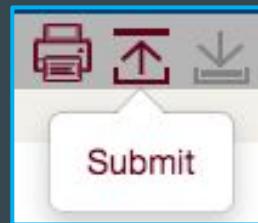
This is how your bid group should look if you used all waivers.

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

- Click on the Submit symbol

A close-up of a computer screen showing a software interface. In the center is a white rectangular button with a drop shadow. The word "Submit" is written in a dark red, sans-serif font, centered on the button. Above the button, there are three small, semi-transparent icons: a red square with a white upward-pointing arrow, a white square with a red downward-pointing arrow, and a blue square with a white left-pointing arrow. The background of the slide is a dark teal color.

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



# Before we start with the Reserve Bid Group

## What can I prefer for when bidding Reserve?

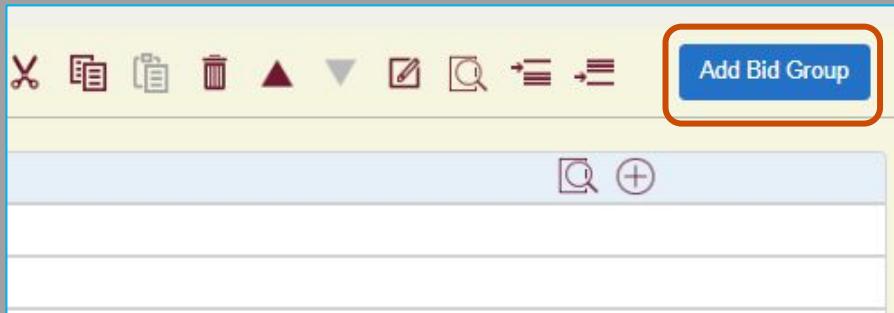
Reserve bidders will only have the option to prefer for Days off

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

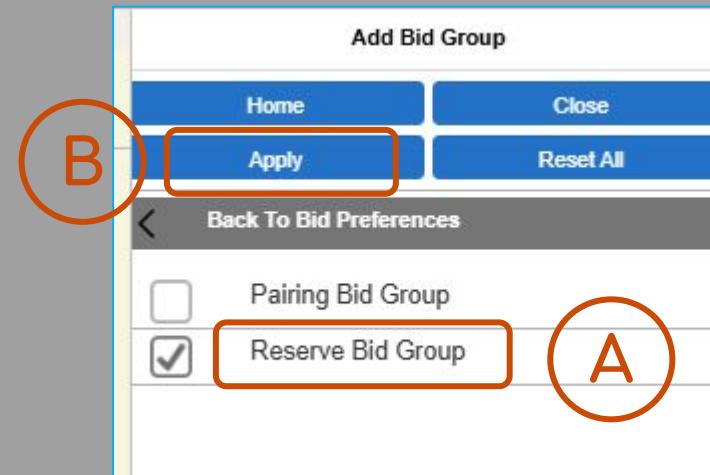
1



Click Add Bid Group

2

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



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

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	

3 Click on Prefer Off

Prefer Off

Home	Close
Apply	Reset All
< Back To Bid Preferences	
<input type="checkbox"/> Dates List	
<input type="checkbox"/> Dates Range	
<input type="checkbox"/> Weekends	
<input type="checkbox"/> Days Of Week List	
<input type="checkbox"/> Days Of Week Range	
<input type="checkbox"/> Else Start Next Bid Group	
<input type="checkbox"/> All or Nothing	

4 Click on Date List

Dates List

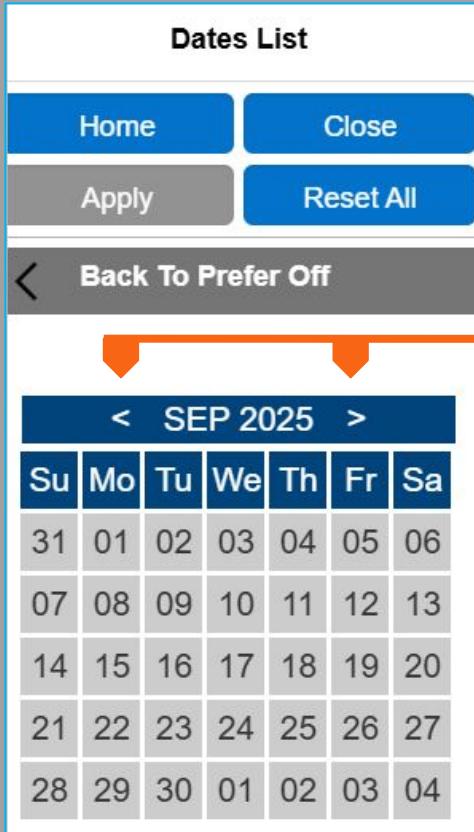
Home	Close						
Apply	Reset All						
< Back To Prefer Off							
< SEP 2025 >							
Su	Mo	Tu	We	Th	Fr	Sa	
31	01	02	03	04	05	06	
07	08	09	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	01	02	03	04	

Apply Time Range to Each Date



Remember to click on the word for adding/selecting

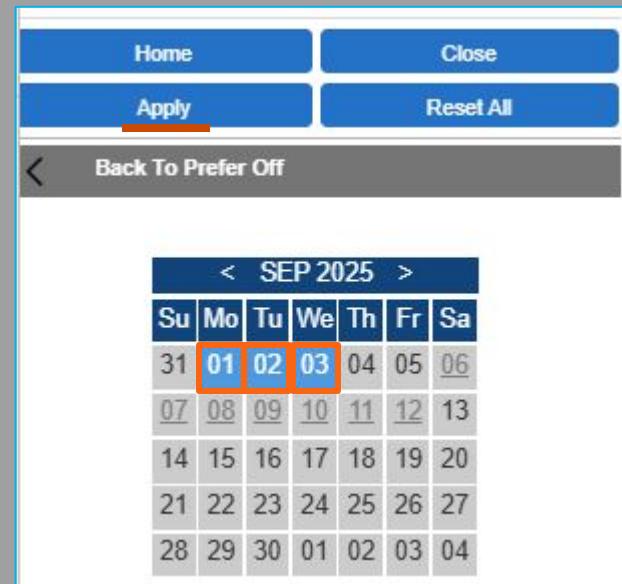
A calendar will display.



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.



# WAIVERS FOR RESERVE

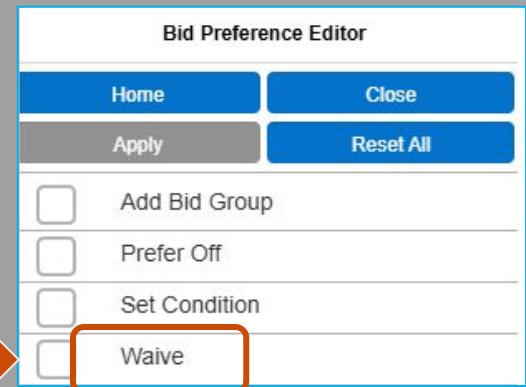
As mentioned earlier, the guideline is to have blocks of 4-3-2-2 days off, adding up to a total of 11 days off."

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.



Click on “Back to Prefer Off” (twice), and then Click on 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

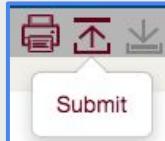
If you have single days off, you need this waiver.

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 your records.



Current Default

Bids

Bid For:  Print Save Cancel Help Close

X Print Save Cancel Help Close Up Down Edit Search Reset Add Bid Group

1	Pairing Bid Group	<span>Search</span> <span>Add</span>
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	
<i>Award Pairings</i>		
6	Reserve Bid Group	<span>Add</span>
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.

# Reminder 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.

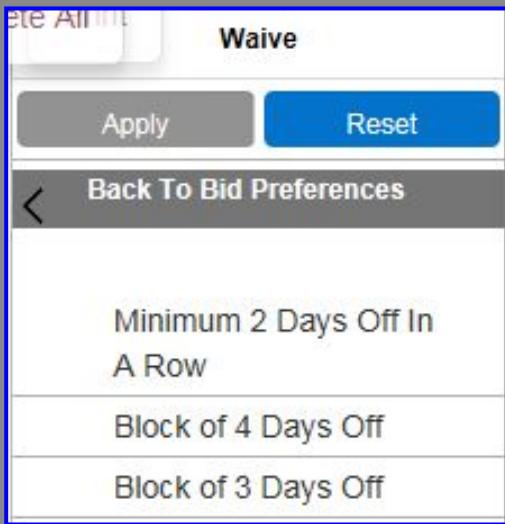
**End**



# 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.

# RESERVE BIDDING WAIVE OPTIONS



- **Minimum 2 Days Off In a Row:** Allows your schedule to be completed with instances of single days off.
- **Block of 4 Days Off:** Allows your schedule to be completed without a block of 4 days off.
- **Block of 3 Days Off:** Allows your schedule to be completed without a block of 3 days off.

# The Questions:

We have put together a series of questions that will help you make sure that your bid for Reserve Prefer Off is Correct. Always ask the first question first, the other questions do not have to be in the same order.

- Do I have 2 blocks of 2? If no, fix it
- Do I have single working days? If yes, fix it
- Do I have more than 6 consecutive working days? If yes, fix it
- Do I have more than 11 days off total? If yes, fix it
- Do I have a block of 3? If no, use the waiver
- Do I have a block of 4? If no, use the waiver
- Do I have single days off? If yes, use the waiver

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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

- Do I have 2 blocks of 2? If no, fix it
- Do I have single working days? If yes, fix it
- Do I have more than 6 consecutive working days? If yes, fix it
- Do I have more than 11 days off total? If yes, fix it
- Do I have a block of 3? If no, use the waiver
- Do I have a block of 4? If no, use the waiver
- Do I have single days off? If yes, use the waiver