

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).

1	Pairing Bid Group	
2	Prefer Off May 1, 2022 - May 8, 2022	YES
3	Award Pairings If Every Aircraft Type E7M, E7Q If Position F2	
4	Award Pairings If Every Aircraft Type E7M, E7Q	

1	Pairing Bid Group	
2	Award Pairings If Every Aircraft Type E7M, E7Q If Position F2	NO
3	Award Pairings If Every Aircraft Type E7M, E7Q	
4	Prefer Off May 1, 2022 - May 8, 2022	

1	Pairing Bid Group	
2	Award Pairings If Every Aircraft Type E7M, E7Q If Position F2	NO
3	Award Pairings If Every Aircraft Type E7M, E7Q	
4	Prefer Off May 1, 2022 - May 8, 2022	

Prefer off vs. Avoid

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

1	Pairing Bid Group	
2	Prefer Off May 1, 2023 - May 8, 2023	YES
3	Avoid Pairings If Any Layover In ADZ, CHA	
4	Award Pairings If Pairing Credit > 016:00	

1	Pairing Bid Group	
2	Avoid Pairings If Any Layover In ADZ, CHA	NO
3	Prefer Off May 1, 2023 - May 8, 2023	
4	Award Pairings If Pairing Credit > 016:00	

1	Pairing Bid Group	
2	Prefer Off May 1, 2023 - May 8, 2023	NO
3	Award Pairings If Pairing Credit > 016:00	
4	Avoid Pairings If Any Layover In ADZ, CHA	

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)

1	Pairing Bid Group	
2	Prefer Off May 1, 2022, May 2, 2022, May 3, 2022, May 4, 2022, May 5, 2022, May 6, 2022, May 7, 2022, May 8, 2022	
3	Award Pairings If Departing On May 8, 2022 If Pairing Numbers 05229 If Position F2	
4	Award Pairings If Every Aircraft Type E7M, E7Q If Departing On May 8, 2022, May 16, 2022 If Position F2	
5	Award Pairings If Every Aircraft Type E7M, E7Q If Departing On May 8, 2022, May 16, 2022	
6	Award Pairings If Every Aircraft Type E7M, E7Q	

How to Edit Prefer Off

- Click on the bid line with the Prefer Off, it will highlight in blue.
- Now, click on the three dashes on the far right, and select the option **Edit**.
- The Bid Preference Editor will pop up on the right, and click on the words *Prefer Off*, which has a check mark next to it; and select your prefer off option.
- When the calendar opens, select the new dates by clicking on them in order of importance. The selected dates will highlight in blue.
- When done, you must (1) click on **Apply**, and then (2) on **Submit**. Remember to keep a screenshot of your confirmation number.

Steps 1 & 2

Step 3

Steps 4 & 5



How to Edit Prefer Off
(video)