

# Section 3 - 1



## Bid Preference System

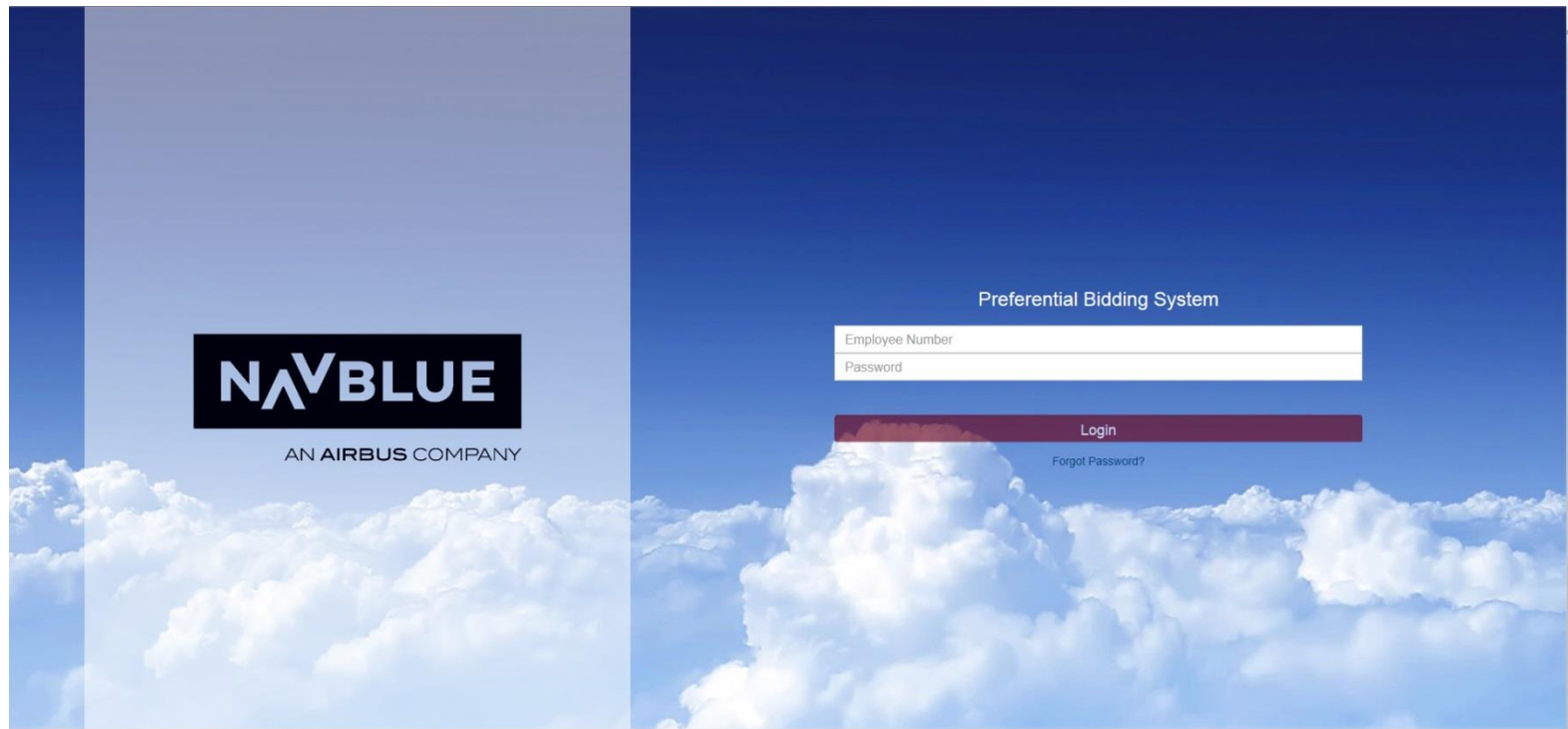
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# System Notes

- Supported Browsers and Devices:

DEVICE	VERSION	BROWSER
PC	Windows 10	Chrome, Firefox, and Microsoft Edge
MAC Computers	MacOS Catalina	Safari
iPhone Plus / Pro	IOS 15.0	Mobile Safari, Chrome, Firefox and MS Edge
iPad / iPad Pro / Air	iOS 15.0	Mobile Safari, Chrome, Firefox and MS Edge

# The Preferential Bidding System



# Important Note

The data that the NAVBLUE uses is downloaded into data storage within the computer browser called Cache.


If you are using a personal device, we suggest that every month, before making any changes to your bid, clear the Cache to ensure you are running the latest version.

Keep in mind that some systems offer the option to clear the history, if this option is available, we recommend to clear both.

For instructions on clearing or refreshing your browser's cache visit <https://www.refreshyourcache.com>

# BID Preference System Login

1. Open **My Envoy Air**
2. Go to **Departments**
3. Click **Flight Service**
4. Click **PBS, Bidding & Seniority Lists**
5. Click **Bidding System Login** to open PBS
6. Click **BID Preference System** to open NAVBLUE – The system will prompt you for an **Offline Key**. Use **1234** as your Offline Key.

**Offline Key** 

Please Create your Offline Key for using PBS in Offline Mode (Required to Continue)

**Save**

# BID Preference System Login

A Offline Key warning message might pop up.  
You will need to click **YES** to continue.

**Do you want to continue with the new Offline Key?**

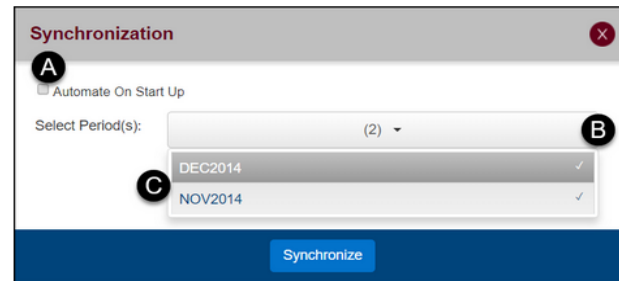
Your offline key is not as same as the last time. you will loose any saved data by using a new offline key

No

Yes

# Data Synchronization

Synchronization ensures that bid period information is up-to-date while the bid period is open. After bidding is closed and awards are published, you must sync data to view your published results.

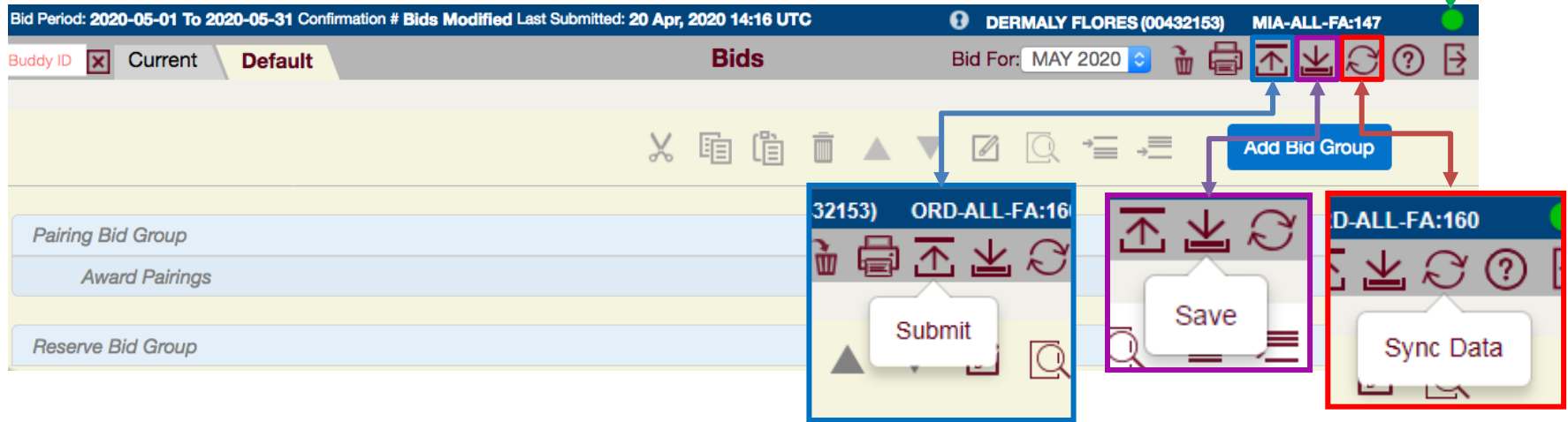


The screenshot shows a 'Synchronization' dialog box with a title bar containing a close button (X). Inside the dialog, there is a checkbox labeled 'Automate On Start Up' with a circled 'A' next to it. Below this is a 'Select Period(s):' label followed by a dropdown menu showing '(2)' with a circled 'B' next to it. The dropdown is open, showing two options: 'DEC2014' and 'NOV2014', each with a checkmark and a circled 'C' next to the first option. At the bottom of the dialog is a blue 'Synchronize' button.

- Automate on Start Up (A) – Check this box to automatically sync the data. To save this or any setting you must click the Logout button when you exit the application.
- **Select Period(s)** (B) - this lets you choose how many periods of data you want to sync. The system is defaulted to sync the last two periods.
- **Click on a period name (C)** to select or deselect it from synchronization. The checkmark beside the name indicates that it will be synced.

# On-line Mode

You are online if the circle in the top right corner is **green**. Ensure you are **online** when working in the NAVBLUE PBS-Schedule.



When online, the **Submit**, **Save** and **Sync Data** buttons are available.



# On-line Mode – Save vs Submit

- Save bid does not submit your bid. This functionality will store your bid on your personal device if your browser is not set to clear cache when logging off.
- Only you can see your saved bid. Saved bids cannot be accessed between multiples browser or different devices.
- If you have saved your bid, never clear your browser data before submitting your bid or you will lose all your work.
- If no bid is submitted the system will use which ever bid is active (current/default). If no bid is active, the system will use the system-generated award pairing bid from the default bid.
- You will automatically be logged out of the application after 30 minutes of inactivity. Any changes will not be kept unless they have been submitted.
- **Always submit your bid and note the confirmation number before logging out.**