

Section 3 - 2

System Basics

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 - ✦ System Version Check
- ✦ **Navigation Tabs**
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 - ✦ Lineholder Calendar Tab
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 - ✦ Pairing Details
- ✦ **Bids Tab**
- ✦ **Bidding Tools Available**
- ✦ **Bidding with Vacation**

Top Gray Bar

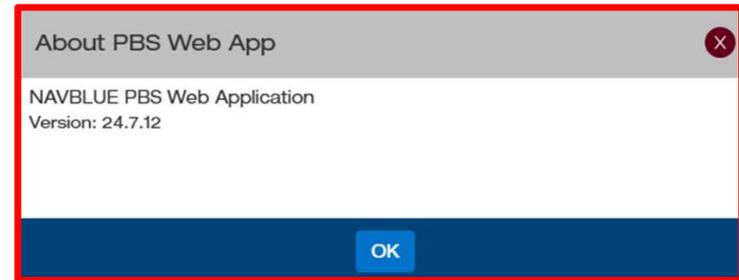
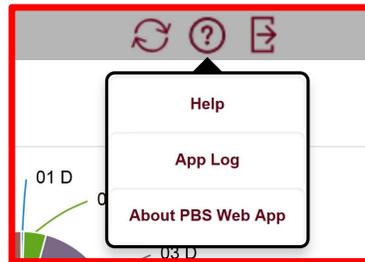


The buttons on the top gray bar vary depending on which navigation Tab is active. The following buttons are available to you in all tabs:

Button	Function
	Sync Data - loads the latest pairing and bid information.
	Help - access help, release info, and version number.
	Log out - log out of the application. Remember to log out instead of closing the browser to avoid losing changes.

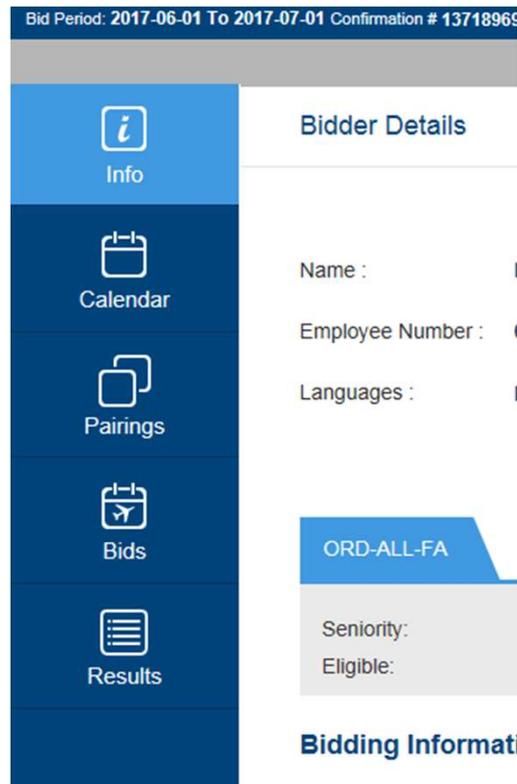
System Version Check

- Click the “Help” Button located on the Top Gray Bar
- Select the “About PBS Web App” option
- Confirm Version
- Click “OK” to close Pop-Up Message



The latest version will be published under PBS Resources Section. **You are responsible for checking the version only when using a personal device.**

Navigation Tabs



Contains Bidder Details



Displays Bidder Monthly Calendar



Displays all pairings available to bid



Allows entering/changing Current or Default Bid



Displays awards and the Reasons Report

If the Navigation Tabs are not visible: Click  to display it.

Info Tab

i
Info

Bidder Details

1

Name : **DERMALY FLORES**

Employee Number : **00432153**

Languages : **EN**

2

Bid Period : **FEB 2020**

Bid Period Start : **2020-01-31**

Bid Period End : **2020-03-01**

3

Total Pairings Day Wise

MIA-ALL-FA **1**

Eligible:	Yes	Restricted Equipment:
Seniority:	147	Restricted Location:
Category Seniority:	10 of 102 (9.8%)	Restricted Positions:
Reduced Block:	No	

Bidding Information **4**

Upcoming Activities **5**

1. Bidder's information.
2. Bid Period, Bid Period Start, and Bid Period End dates.
3. Pie Chart with Pairings distribution based on Pairing length.
4. Bidding information: Important notes regarding PBS changes or updates.
5. Upcoming Activities: Displays Carry-In Activities (transition trips/absences).

Calendar Tab

- The Calendar displays your activities for the month (pairing, training, vacation, etc.) .
- This calendar will only display activities and/or absences shown on your PBS-Awarded Schedule. Any changes (dropped trips, OT, trip trades, flight changes, absences, cancellations, reassignments, etc.) that occur after awards are posted will not be shown. Always refer to DECS, AVRS, or CCI for your most up-to-date schedule.
- The Horizontal Calendar view will display the contractual month.

The screenshot shows a horizontal calendar interface. At the top right, there is a red left-pointing arrow and the text "JUL 20". Below this, a row of days is displayed: S, S, M, T, W, T, F, S, S, M, T, W, T, F, S, S, M, T. The date "03" is highlighted in yellow. Below the days, a row of dates is displayed: 29, 30, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16. Below this, a dark blue bar contains the days of the week: Sun, Mon, Tue, Wed. Below the dark blue bar, the dates 30, => JUNE 2019, 01, JUL 2018 =>, 02, and 03 are displayed. The text "=> JUNE 2019" and "JUL 2018 =>" are enclosed in red boxes.

S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
29	30	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Sun		Mon			Tue			Wed									
30	=> JUNE 2019			01	JUL 2018 =>			02	03								

Calendar Tab

- You can toggle between the Horizontal/Vertical Calendar or the Square calendar. To switch views, click on the calendar button at the gray bar.



Bid Period: 2014-11-01 To 2014-11-30 Confirmation # 1497451231 Last Submitted: 14 Jun, 2017 15:38
 Wednesday, 9 August 2017 Cal

T F S S M T W T F S S M T W T
 30 31 01 02 03 04 05 06 07 08 09 10 11 12 13

Thr,30 D4D36 ✍ ✈ C/O : 07:44

Fri,31
 Sat,01

Horizontal / Vertical

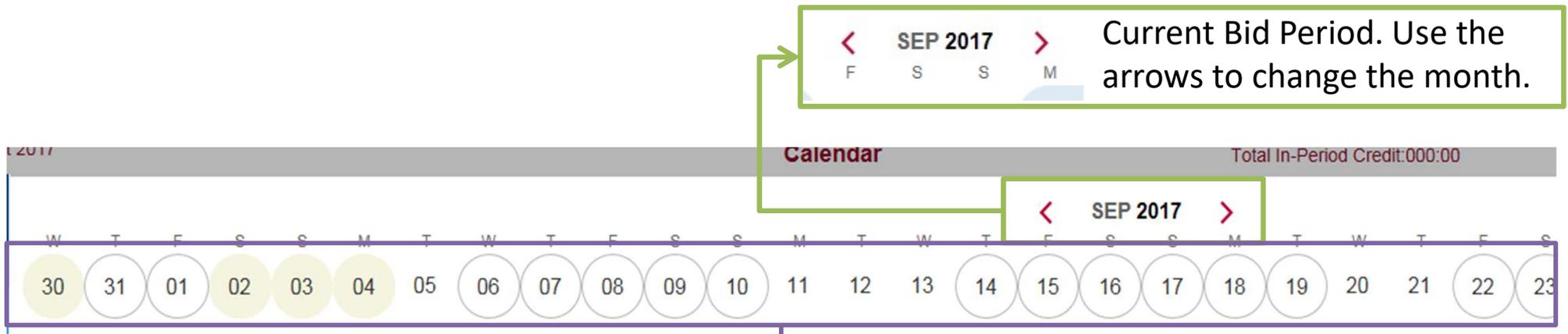
Bid Period: 2014-11-01 To 2014-11-30 Confirmation # 1497451231 Last Submitted: 14 Jun, 2017 15:38
 Wednesday, 9 August 2017 Calendar Total In-Period Credit:000.00

< NOV 2014 >
 T F S S M T W T F S S M T W T F S S M T
 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

Sun	Mon	Tue	Wed	Thr	Fri	Sat
26 A LC	27 A LC End : 21:00 Total Credit: 074:15 I/P Credit: 000.00	28	29 ✈ D4D36 C/I : 09:45 L/O: DTW	30 ✈ D4D36 C/O : 07:44 Total Credit: 000.00	31	01
02	03	04	05	06	07	08

Square

Reserve Calendar Tab



Current Bid Period. Use the arrows to change the month.

Yellow Circled Days

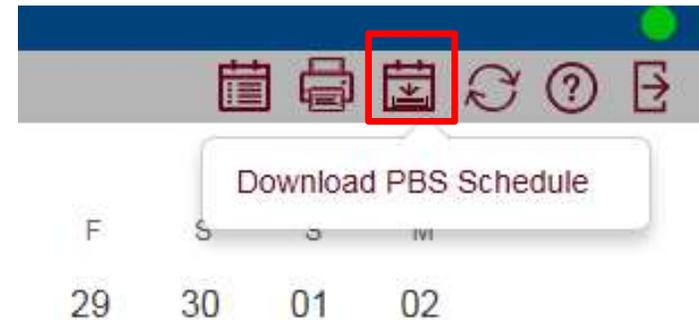
- Previous bid month **Reserve (RSV)** days
- Absences
- Golden Days (**RGO**)

White Circled Days

- Bid Month **Reserve (RES)** days

PBS Schedule Calendar Download

- Download Schedule Button – download your calendar in .ics file format for use in a number of calendar programs such as Outlook, Google Calendar, and Apple iCal.
- Downloading the .ics file from the Safari browser is currently not supported.



Note: The downloaded PBS Schedule will only display activities and/or absences shown on your PBS-Awarded Schedule. Any changes (dropped trips, OT, trip trades, flight changes, absences, cancellations, reassignments, etc.) that occur after awards are posted will not be shown. Always refer to DECS, AVRS, or CCI for your most up-to-date schedule.

Pairings Tab

The screenshot displays the 'Pairings Tab' interface. At the top, there is a header bar with the title 'Pairings (1082)' and several icons for show/hide, select/deselect, sort, print, award, and avoid. Below the header is a calendar view for the month of August. The current date, August 6th, is highlighted in blue. The calendar shows check-in and check-out times for each day, along with credit values and TAFB times. The interface is designed for managing pairings for a specific date.

 Show/Hide: Select which columns to show or hide; check mark indicates selected

 Select/Deselect all pairings

 Sort by: drop down menu to choose how pairings are listed

 Order by: Sort pairings in ascending order

 Order by: Sort pairings in descending order

 /  Enable/Disable bid mode

 Show Pairings Report: Shows all information on selected pairings

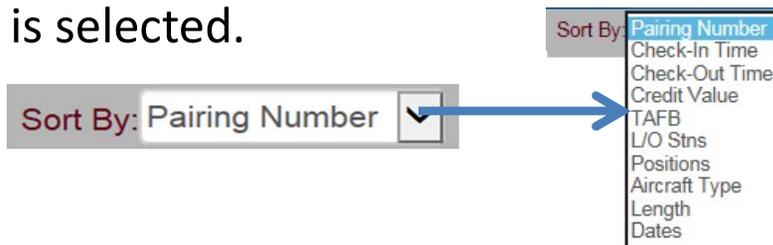
 Print the list of Pairings

 Award: Inserts the selected pairings into the bid as an Award preference

 Avoid: Inserts the selected pairings into the bid as an Avoid preference

Pairings Tab Notes

- Pairings are listed in numerical order by pairing number, unless a different option is selected.



**“DAYS”
Pairing Length**

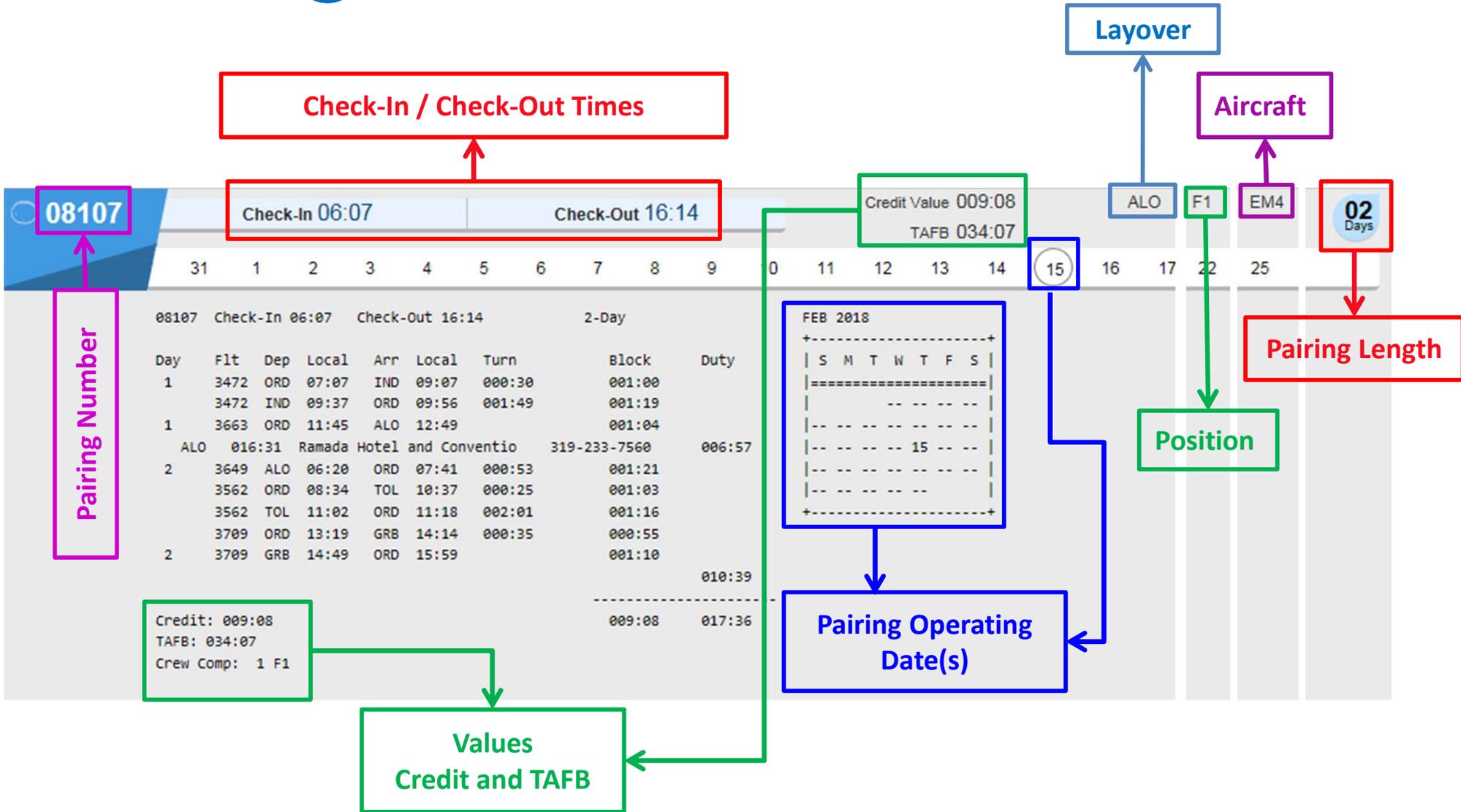
- “Days” refers to the length of a sequence, NOT departure date.

<input type="radio"/> 22102	Check-In 07:30	Check-Out 12:51	Credit Value 009:40	GNV	F1	EM4	02 Days																							
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1

- Pairing start dates are circled green if a search is performed that includes: date range, day of the week or a specific date.

Pairing list for If Departing On Feb 1, 2018, Feb 5, 2018, Feb 14, 2018, Feb 19, 2018, Feb 23, 2018, Feb 27, 2018		Date List																							
<input type="radio"/> 22102	Check-In 07:30	Check-Out 12:51	Credit Value 009:40	GNV	F1																				
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
<input type="radio"/> 22105	Check-In 07:30	Check-Out 15:10	Credit Value 010:00	CMH	F1																				
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
<input type="radio"/> 22108	Check-In 07:30	Check-Out 15:03	Credit Value 011:45	GNV	F1																				
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

Pairing Details



Bids Tab

Here you will enter, edit, analyze, and submit your Monthly Bid.

Remember:

- System must be online to submit a any type of bid.



- Current bid may only be submitted from the 15th noon CST through the 20th CST, otherwise use Default bid to submit.
- Don't use the **"SAVE"** button the bid information will be lost.

- Always use the **"Submit"** button.



- The **"Submit"** button will show  inactive if you haven't made any changes to your bid or you have submitted it.

Bidding Tools Available

The following buttons are used to create, edit, and analyze your bid preferences.

 Remove the bid preference and save it to the clipboard.

 Copy - copy a bid preference to the clipboard.

 Paste copied or cut bid preference.

 Delete the selected bid preference.

 Move selected bid preference up. The button is inactive if the preference can't be moved.

 Move selected bid preference down. The button is inactive if the preference can't be moved.

 Open or close the Bid Preference Editor. You must have a bid group started.

 Open the Bid Preference Editor.

 Add a bid preference above the selected bid preference.

 Add a bid preference below the selected bid preference.

 This button is only accessible if you have selected a bid preference. This button opens a list that allows you to cut, copy, delete, edit, or analyze a bid.

 Open the bid analyzer with pairing reports below the bid.

 Show bid analyzer results in your bid.

 Show/Hide analyzer information. Use this to customize the information that is displayed.

Bidding with Vacation

30 Day Month		31 Day Month	
Available Days	Prorated Days Off	Available Days	Prorated Days Off
29-30	11	30-31	11
26-28	10	27-29	10
24-25	9	24-26	9
21-23	8	22-23	8
18-20	7	19-21	7
15-17	6	16-18	6
13-14	5	13-15	5
10-12	4	10-12	4
7-9	3	8-9	3
5-6	2	5-7	2
2-4	1	2-4	1
1	0	1	0

When you have vacation in the bid month, the minimum number of days off outside of your vacation block will depend on whether you have a pairing line or a reserve line.

- **Reserve lines** from NAVBLUE will have 11 days off outside of your vacation. Extension (VG) days will count toward the 11 days off.
- **Pairing lines** from NAVBLUE will allocate days off based on your days of availability as shown in the table. Extension (VG) days will count toward days off.

For more information about bidding with vacation, refer to Section 8 of the contract.