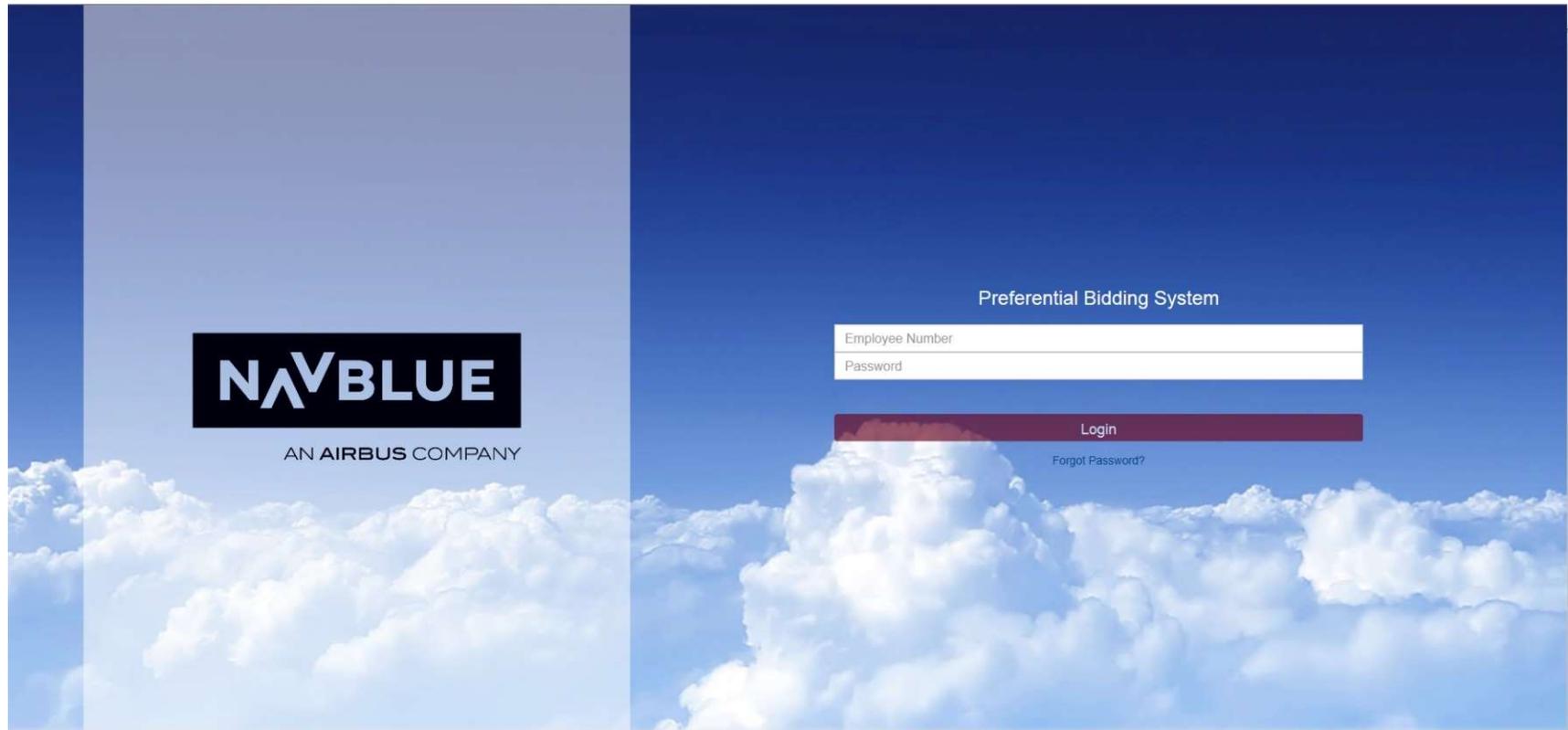


Section 3 - 1

Bid Preference System

- ⊞ System Notes
- ⊞ The Preferential Bidding System
- ⊞ Bid Preference System Login
- ⊞ Data Synchronization
- ⊞ On-line Mode

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 clearing both.

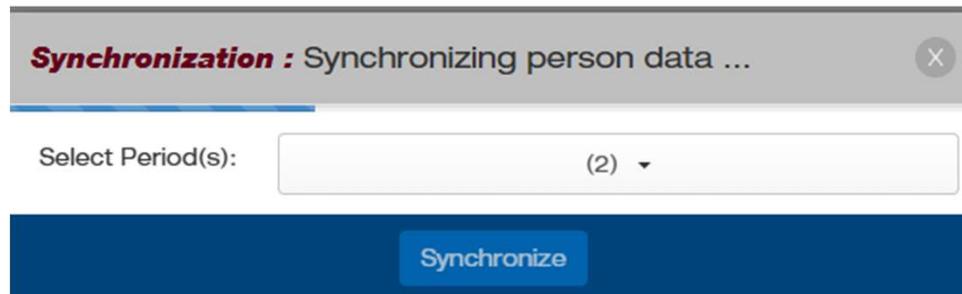
For instructions on clearing or refreshing your browser's cache visit <https://www.refreshyourcache.com>

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.

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.

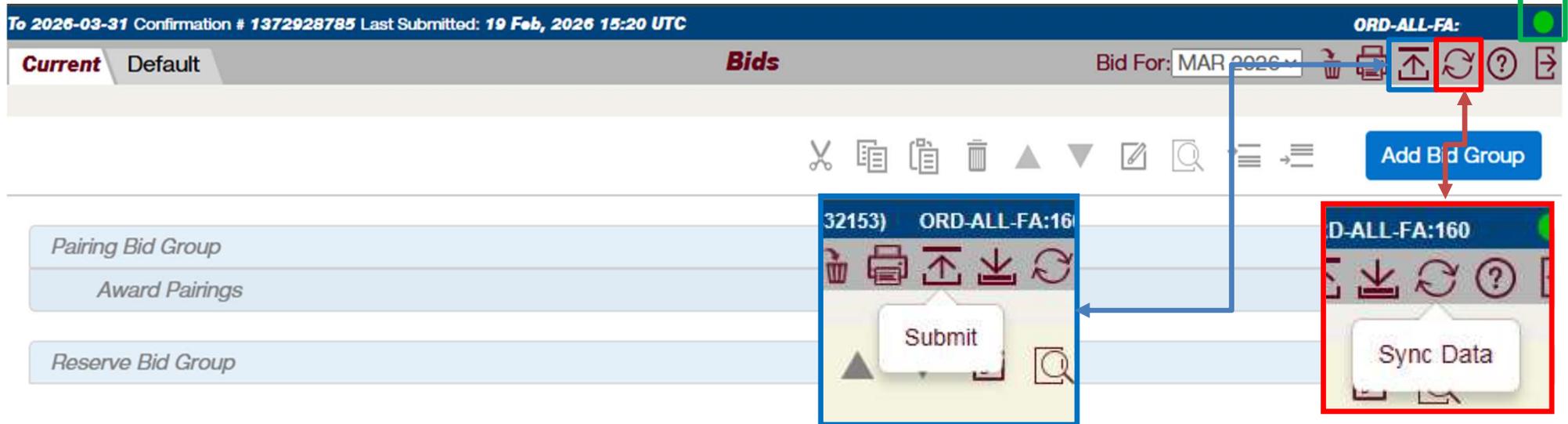


The screenshot shows a dialog box titled "Synchronization : Synchronizing person data ...". Inside the dialog, there is a label "Select Period(s):" followed by a dropdown menu showing "(2)". Below the dropdown is a blue button labeled "Synchronize".

- **Select Period(s)** - 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** 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** and **Sync Data** buttons are available.

On-line Mode – Submit

- If no bid is submitted the system will use whichever 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.**