The background features a network of dotted lines in blue, red, and orange, representing flight paths. Small airplane icons in blue, red, and orange are scattered throughout the scene, some appearing to fly along the paths. The overall aesthetic is clean and modern, with a focus on aviation.

PBS

Preferential Bidding System In-Flight Service

Bidder's Guide

Up to Navtech version 13-9

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Section 1 - Introduction

Air Canada's move to the Preferential Bidding System (PBS) for cabin personnel was introduced in 2006 and is a joint venture between Air Canada and CUPE.

The creator of the PBS for crew members is a Canadian company based in Waterloo, Ontario. Navtech Systems Support Incorporated specializes in airline operations solutions. ClassBid™ (*Custom Line Allocation Scheduling System*) is Navtech's brand name for PBS. In this guide the term "PBS" will be used to refer to the system used by Air Canada crew members.

PBS is a web-based system that considers each crew member's classification, seniority and languages when building schedules and tries to meet as many crew member preferences as possible, while meeting the Collective Agreement requirements and Air Canada's target for crew utilization.

About the PBS Bidder's Guide

This guide is an abbreviated tool to help you bid as well as serve as a reference to the preferences available to you in PBS. You can and should also consult the Help function available through PBS itself for more information. Please note that the help function within PBS may use different terminology and may show other features that are not available to Air Canada. Other PBS related bulletins and guide documents may be available on the Air Canada portal and are published as required.

The PBS Bidder's Guide and the on-line Help function available within PBS are your key sources of PBS bidding and awarding information. It is highly recommended to read and understand the information contained in these documents. As the material contained within each guide is subject to change, the electronic versions, located online, take precedence. Also, with references to any items found in the Collective Agreement (duty days, etc.), the Collective Agreement will take precedence.

You may also contact your local PBS Committee for information and guidance on using PBS. They can be reached through your local CUPE office.

Certain conventions are also carried throughout the PBS Bidder's Guide in order to draw your attention to important information:



Notes in this publication are highlighted in boxes with the icon to the left.



Cautions in this publication are highlighted in boxes with the icon to the left.



Tips in this publication are highlighted in boxes with the icon to the left.

Section 1 - Introduction

Supported Browsers

At the time of publication, PBS is supported and tested on the following browsers:

- Internet Explorer version 8
- Firefox version 16
- Chrome version 26



PBS may not function properly with Firefox version 17 and higher. This is a known issue and is due to a Java runtime error and not with the PBS software.

PBS is tested and supported on Microsoft Windows XP SP3 and requires JavaScript, pop-up windows and cookies enabled in all browsers.

Although not supported directly, PBS also works on Mac OS computers.

Section 2 – Accessing PBS

PBS is a web-based program that is accessed via the Air Canada portal (acaeronet). To enter the portal you must have a user id and password set up. If there are problems accessing the portal, there are alternate ways to access PBS through the internet. These alternate methods do not, however, give you access to the features found on the portal like the Monthly Bid Package, bulletins, etc.



Should there be issues related to the Air Canada portal, there are alternate methods of accessing the Preferential Bidding System. These alternate access points are strictly for bidding and do not provide any of the information available in the Pairing Package available on the portal or in your local Crew Centre:

<https://aca.classbid.com>

<http://pbs.aircanada.ca>

For PBS system access/log-in problems, contact the IBM Help Desk at 1-866-274-5444 or (514) 422-4357. For calls originating outside North America, contact 1-800-906-3620.

Here is how to access PBS through the Air Canada portal:

In your web browser address bar enter: acaeronet.aircanada.ca	
NOTE: “www” is not required.	
Once on the portal (acaeronet): 1. enter your User Id: (e.g. ac012345) 2. enter your password: ***** 3. Click on SUBMIT/ENVOYER	
Read and click on Agree [4] to accept the terms of use.	
In the column to the left of the main screen, click on [5] globe Information System under the My Branch News tab.	
To access globe: 6. enter your User Id: (e.g. ac012345) 7. enter your password: ***** 8. Click on Enter/Entrer	

Section 2 – Accessing PBS

On the globe home screen, place your mouse pointer over the [9] **Tools & References** tab.

Move your mouse to [10] **Crew Scheduling & Planning** and click.



- Click on [11] **PBS Bidding, Awards, Contesting and Monthly Reports**

NOTE: You may have to scroll up on your screen (depending on its resolution) to see this information.

Crew Scheduling & Planning

April 2, 2013

The Team

Cabin Crew Seniority Numbers Apr 2013 - Mar 2014

Crew Scheduling & Planning News

Crew Scheduling & Planning Communication

Cabin Crew Seniority Numbers: Apr 2012 - Mar 2013

Reduced Block Program Information

PBS Bidding, Awards, Contesting and Monthly Reports

Monthly Block and Bid Package Information and reports. Access PBS and reserve bidding, Awards and Contesting.

On this page you will find information on:

12. Block months

13. **TRAINING** Bid Package Info and Reports
TRAINING Bidding and Award Results

14. **PAIRING** Bid Package Info and Reports
PAIRING Bidding, Award Results and Contesting (also used for bidding Reserve)

Click on the appropriate link (**TRAINING** [15] or **PAIRING** [16]) to access PBS bidding.

NOTE: There is useful information in the *Bid Package Info and Reports*: monthly bid packages, PBS bulletins, etc. (some require an Adobe Acrobat reader available free on the internet).

PBS Bidding, Awards, Contesting and Monthly Reports

October 31, 2013

- **2014 Block Months** [PDF]
- **2013 Block Months** [PDF] - 2013/10/11
- **2012 Block Months** [PDF]
- **Bidding & Award Schedule** [PDF]

- **PBS TRAINING Bid Package Info and Reports**
- **PBS TRAINING Bidding and Award Results** ← [15]
- **Bidding Instructions for Training in PBS** [PDF]

- **PBS PAIRING Bid Package Info and Reports**
- **PBS PAIRING Bidding, Award Results and Contesting** ← [16]
- **PBS Block Modifications**
- **PBS Reserve Bidding Assistance Document** [PDF]

Section 2 – Accessing PBS

To begin, or modify, your bid, select **Click here to bid for Pairings and Reserve** [17]

Once bidding is over and awards are published use the link **Click here to access the PBS Pairing Award Results** [18] to see the results.

NOTE: Block information as well as bid open/close dates are also available on this page.

NOTE: For issues relating to connectivity or the portal use the Help Desk number(s) [19].

PBS Pairing Bid, Award and Contest

Block Period: 03 DECEMBER-31 DECEMBER (29 DAYS)
Max limitations: 85 HOURS
Block Window 76:00 - 85:00

PAIRING BID OPEN: NOVEMBER 13 @ 08:00 EDT
PAIRING BID CLOSE: NOVEMBER 19 @ 08:00 EDT
PAIRING AWARD PUBLISH: NOVEMBER 22 @ 23:00 EDT

- **Click here to bid for Pairings and Reserve**
- **Click here to access the PBS Pairings Award Results**
- **Click here to access the PBS Reserve / Waiving the 1/7 or 4/14 bidding assistance document [PDF]**

PAIRING CONTEST OPEN: NOVEMBER 22 @ 23:00 EDT
PAIRING CONTEST CLOSE: NOVEMBER 25 @ 23:00 EDT
PAIRING CONTEST RESULTS PUBLISH: NOVEMBER 27 @ 23:00 EDT

Click here to contest your Pairing/Reserve block or to view the Contesting Results

The Default Bid feature will remain inactive during the DECEMBER 2013 pairing award process and contesting periods (between NOVEMBER 19 @ 8:00 EDT and NOVEMBER 27 @ 23:00 EDT).

Help Desk: 1-866-274-5444 or 1-514-422-4357

- enter your 2 letter + 6 digit Employee Number [20]: (e.g. ac012345)
- enter your password (same as used for the acaeronet) [21]:

- Click on **Log In*** [22]

Employee Number:

Password:

* by Logging In to Navtech PBS you are agreeing to the [Terms of Use](#)

You may also contact your local PBS Committee for system access and/or log-in problems. They can be reached at:

YUL: spp.pbs@local4091.ca
YYZ: pbsyyz@gmail.com
YYC: pbs@local4095.ca
YVR: blocking@local4094.ca

Section 2 – Accessing PBS

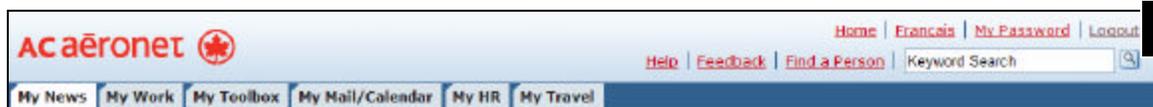
Once you are finished bidding it is a good idea to print your bid sheets. The Print button [1] will print the bid sheet that you are currently viewing/using. To print any other bid sheets you must select the type of bid that you want to print [2] and then clicking on the Print button.

Once you are finished using PBS you should log out. Use the Log Out button [3] to leave PBS.



If you have submitted your bid, take note of the Confirmation Number [4]

Once you are finished using the portal you should log out. Use the Logout link [5] to leave the portal.



If you are left signed in at a common computer others will have access to your bid and can make changes without your knowledge. Any final submitted bid is the one used by PBS.

If you feel that your password has been compromised then you should change it immediately.

Section 3 –PBS Bidding Interface

Bidder Interface

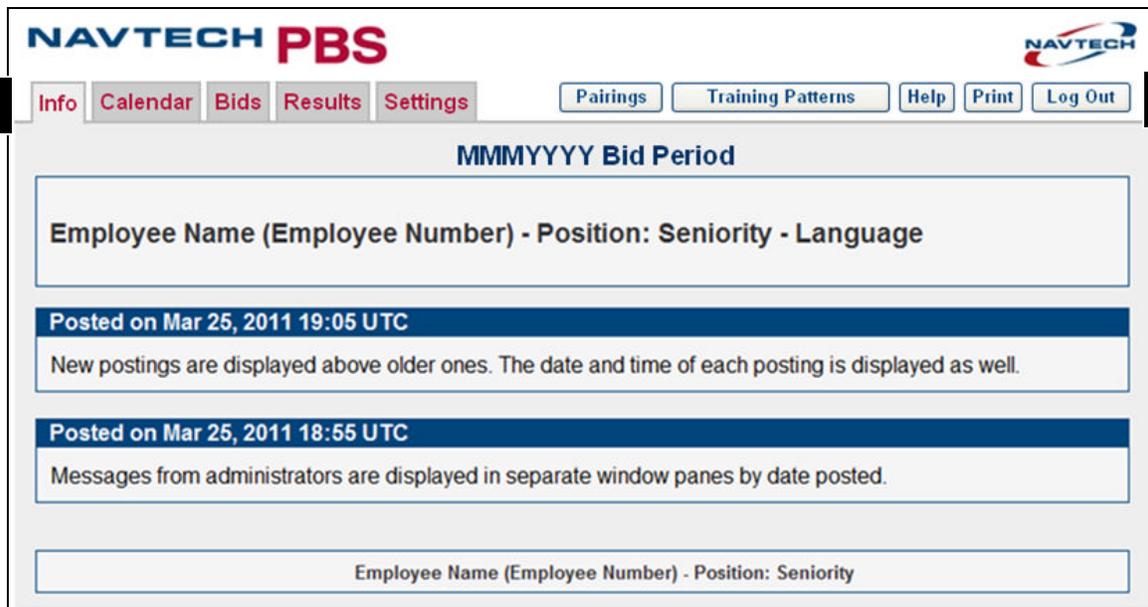
PBS is a web-based application with a graphical user interface (GUI), which means it runs on the world wide web, and uses graphics to display information and let you view and change information. The interface is designed to let you point and click on menus, buttons, and check boxes to create your bid, so you don't have to learn or type any complicated commands.

In the PBS Bidder, you can move around the interface and create bids by clicking on different options. You only need to type employee numbers and specific pairing numbers when you are creating your bid. PBS verifies items such as employee numbers and pairings numbers against its master lists and warns you if you have entered something incorrectly.

The Web PBS Bidder uses standard Windows options for selecting items in lists:

- to select a single item, click on it
- to select several items grouped together, click on the first item, hold down the Shift key, and then click on the last item
- to select several items scattered throughout the list, click on the first item, hold down the Ctrl key, and then click on each of the other items you want to include in the selection

The PBS Interface has two types of navigational tools: tabs and buttons. The tabs on the left [1] allow you to navigate to the Info, Calendar, Bids and Results screen. The buttons on the right [2] allow you to search for pairings, training patterns, get help, and print information and log out.



Section 3 –PBS Bidding Interface

Info Page

After signing into PBS you will be brought to the Info page. The Info page displays important information about the current bid period as well as other general information and bulletins. The Info page also displays your qualifications, including your name, employee number, classification, language, and seniority.

You can switch to the Info tab at any time by clicking on the tab.

NAVTECH PBS

6 7 8 9 10

1 Info Calendar Bids Results Settings Pairings Training Patterns Help Print Log Out

Oct13 Bid Period

JEAN SMITH (012345) – P: 14140 - Bilingual

Posted on Jul 13, 2012 14:08 UTC

BLOCK INFORMATION FOR THE PERIOD OF: 30 SEPTEMBER - 30 OCTOBER 2013

2 MAXIMUM LIMITATIONS SCHEDULED AT 80 HOURS FOR THE AUGUST BLOCK MONTH.
THE BID WINDOW IS BETWEEN 71:00 - 90:00 HRS

3 TRAINING BID OPEN: 06 SEPTEMBER @ 08:00 EDT
TRAINING BID CLOSE: 09 SEPTEMBER @ 08:00 EDT
TRAINING AWARD PUBLISH: 10 SEPTEMBER @ 23:00 EDT

4 PAIRING BID OPEN: 12 SEPTEMBER @ 08:00 EDT
PAIRING BID CLOSE: 18 SEPTEMBER @ 08:00 EDT
PAIRING AWARD PUBLISH: 20 SEPTEMBER @ 23:00 EDT

5 PAIRING CONTEST OPEN: 20 SEPTEMBER @ 23:00 EDT
PAIRING CONTEST CLOSE: 23 SEPTEMBER @ 23:00 EDT
PAIRING CONTEST PUBLISH: 24 SEPTEMBER @ 23:00 EDT

The tabs [1] on the top left of the screen refer to the pages that you may access within PBS. To switch from one page to the next, click on the tab you wish to switch to.

The Info page displays information about the current bid period including monthly limitations [2], the dates of the Training bid period [3], the dates for the Pairings bid period [4] as well as the Contesting period [5].

The buttons on the top right of the screen allows you access to:

6. The **Pairings** search function where you can search the current bid period's pairings.
7. The **Training Pattern** search function where you can search the current bid period's training patterns.
8. The **PBS Help** function providing on-line help for the various functions of PBS.
9. The **Print** button to print out your completed bid(s), calendar and/or pairing search results.
10. **Log Out**, which should be done whenever you are done with your bids.

Section 3 –PBS Bidding Interface

Calendar Page

The Calendar page displays a calendar containing your awarded and pre-awarded activities, your absences, including pairings, training, and vacation. The calendar displays any overlaps you may have from the previous bid period, and lets you check the actual dates of weekends or specific days of the week that may affect the bid you submit.

Within the calendar, you can click on an activity and a pop-up window appears containing the details of the item. The calendar displays up to six weeks at a time, but you can see up to 13 previous bid periods on the calendar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
→Sep13 29	Oct13→ 30	1	2	3	4	5
		VAC → Start: 00:00	→VAC →	→VAC →	→VAC →	→VAC →
6	7	8	9	10	11	12
→VAC →	→VAC →	→VAC →	→VAC End: 24:00 Credit: 23:20			
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	→Oct13 30	31	1	2

Click on the arrows beside the block month to display the previous [1] or future [2] month. Block months are colour coded [3] and indicate the start [4] and end [5] of the block month.

The Calendar tab displays any pre-assigned pairings, absences and/or training for the current block month and, when activated, the next bid period. Applicable credits are displayed for each activity [6] as well as the total for the month [7]. These credits (called in-period credits by PBS) will be counted towards your monthly flying credits for the bid period which will assist you in creating your bidding strategy.

Section 3 –PBS Bidding Interface

Bids Page

The Bids page is where you access your bid sheet. When you click on the down arrow next to “Type” you will have access to three types of bid sheets [1]: **Current**, **Default** and **Training**. Current and Default bid sheets are used for your monthly flying schedule. The Training bid is used for months where you will or may be required to attend training.

You may access past bid sheets by clicking on the down arrow next to “Period” [2]. Once a past bid sheet has been selected you may use it to reference past bidding strategies as well as copy bid lines which may be pasted into the present bid sheet, if you wish.

NAVTECH PBS

Info Cal **2** Bids Re **1** Settings

Pairings Training Patterns Help Print Log Out

Period Oct13 Type CurrentBid Conf #: Last Submitted:

Buddy:

Start Pairings
Award Pairings
Start Reserve Bid
Start Reserve

3 Add
Edit
Delete
Delete All
Cut
Copy
Paste
Up
Down

4

Submit All Bids

JEAN SMITH (012345) – P: 1414 - Bilingual

Although all bid sheets work in a similar fashion, they must be created separately. After the award period the **Current** bid sheet will be cleared, however the **Default** and **Training** bids WILL be retained, until modified or deleted by the bidder, for upcoming bid periods.

Default and Training bids may be modified and/or deleted at any time when PBS is available to you. There are periods where the system is unavailable such as during the awards process and/or contesting.



For a Training bid there is only one type of bid sheet which behaves like a Default pairings bid sheet.

The example above is a blank bid (no bid line numbers or Buddy Bid indicated). To begin bidding you will need to create a bid group (either Start Pairings or Start Reserve). To do so you must click on the Add button [3].

Once a bid group has been added additional buttons [4] will be activated and ready for use.

Section 3 –PBS Bidding Interface

Bid Type

There are two types of “Block” bids [1] (bids which result in a flying schedule either Pairings or Reserve):

- Current Bid
- Default Bid



Current Bid:

You may only bid in your Current Bid bid sheet when the bid period is open. You are not required to use your current bid however if you choose not to do so then it is suggested to use a Default Bid.

Any bids submitted as a Current Bid will be used for the current bid period only and will be deleted after the Awards Process is complete. Your Current Bid will only be used if there are bid groups and/or bid lines submitted.

Default Bid:

A Default Bid is not required however may be useful should you not be able to bid during a future bid period (vacation, etc.) or forget to bid.

Any bids submitted as a Default Bid will be kept for future bid periods after the Awards Process is complete. Your Default Bid will only be used for the Awards Process if your Current Bid is completely empty.



It is important to note that since a Default Bid may be used in any bid period that specific criteria such as pairing numbers and dates should be used with caution. Pairing numbers are subject to change from month to month. If dates are used only the date(s) outside the bid period in *Prefer Off* bid lines will be ignored. You may, for example, bid *Prefer Off...* for dates in a future bid period. These dates will only be considered in the bid period where they occur. An entire *Award pairings* bid line which includes date(s) outside the bid period will be ignored.



PBS will only process one bid sheet per award period. If a **Current** bid AND a **Default** bid are submitted, only the **Current** bid will be used. For the **Default** bid to be used the **Current** bid must be completely empty. An empty bid sheet will have no bid line numbers and the Buddy Bid box is unchecked.

Section 3 –PBS Bidding Interface

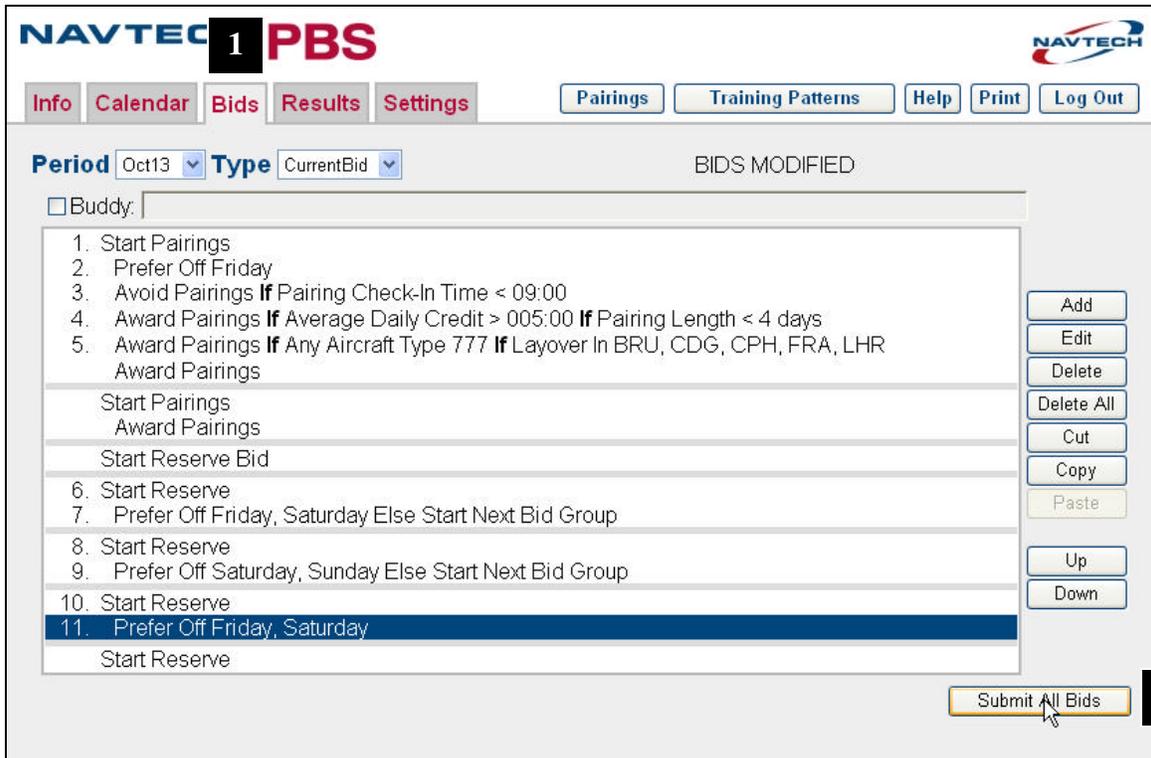
Examples of bid sheets that are empty and not empty:

The screenshot shows the NAVTECH PBS Bidding Interface. At the top, there is a navigation bar with tabs for Info, Calendar, Bids, Results, and Settings. Below this, there are buttons for Pairings, Training Patterns, Help, Print, and Log Out. The main area has a dropdown for Period (Oct13) and Type (CurrentBid). A checkbox for Buddy is present. The bid sheet area is empty, with a text box stating: "This bid sheet is **EMPTY**. No bid line numbers in any bid groups and no Buddy Bid is indicated." On the right side, there are buttons for Add, Edit, Delete, Delete All, Cut, Copy, Paste, Up, and Down. At the bottom right, there is a Submit All Bids button.

The screenshot shows the NAVTECH PBS Bidding Interface. At the top, there is a navigation bar with tabs for Info, Calendar, Bids, Results, and Settings. Below this, there are buttons for Pairings, Training Patterns, Help, Print, and Log Out. The main area has a dropdown for Period (Oct13) and Type (CurrentBid). A checkbox for Buddy is present. The bid sheet area contains a list of bid line numbers and descriptions. A black box with the number "1" highlights the first bid line: "1. Start Pairings". A text box states: "This bid sheet is **NOT EMPTY**. Bid line numbers [1] in at least one bid group." On the right side, there are buttons for Add, Edit, Delete, Delete All, Cut, Copy, Paste, Up, and Down. At the bottom right, there is a Submit All Bids button.

Section 3 –PBS Bidding Interface

Submitting Your Bid



To submit your bid:

- Switch to the **Bids** tab [1].
- Click the **Submit All Bids** button [2].

After you click on the Submit All Bids button you will see a pop-up window [3] indicating that “Your bids were submitted successfully”. After clicking **OK** you will see a confirmation number [4] and the date/time (in UTC) [5] when your bid was submitted at the top of the screen.



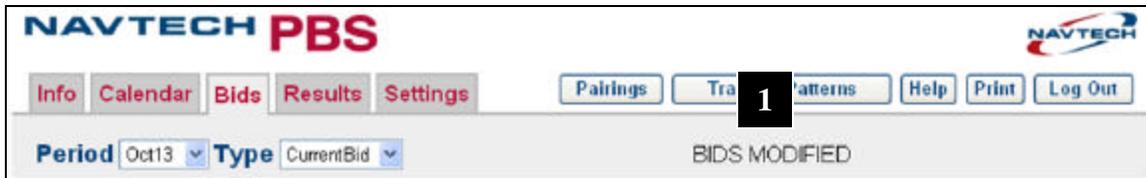
The PBS Bidder submits both your Current bid and your Default bid to PBS. PBS uses your submitted bid to create your block for the current bid period.

Section 3 –PBS Bidding Interface

You must submit your bid in order for PBS to consider it for the awards process. You may submit your Current Bid at any time after bidding opens and before bidding closes.

You may make changes to your bid up to the bid closing time indicated on the Info page. After bidding closes, you cannot change your Current or Default bids that PBS will use for the bid period. You may still make changes to your Default bid, but the changes won't take effect until the next bid period.

Whenever you modify an existing or saved bid PBS will indicate BIDS MODIFIED [1] at the top of your bid sheet.



You must submit or save your bids before you log out or any changes you made to your bids will be lost. The confirmation number confirms that your bids have been submitted.



If you click the Back button or close your browser before you submit your bids, any changes you made to your bids will also be lost. Make sure you submit your bids before closing your browser window.

If you haven't changed anything in your Current or Default bids, you don't have to submit them. You only need to submit your bids if you've made changes to them.

Should you attempt to log out of PBS after modifying your bids BUT not submitting them you will receive a prompt via a pop-up [2] indicating that your bids have not been submitted and offering you the opportunity to cancel your log out request,



- Clicking **Ok** will continue with the log out request.
- Clicking on **Cancel** will return you to your bid sheet where you may continue modifying your bids or submitting them.

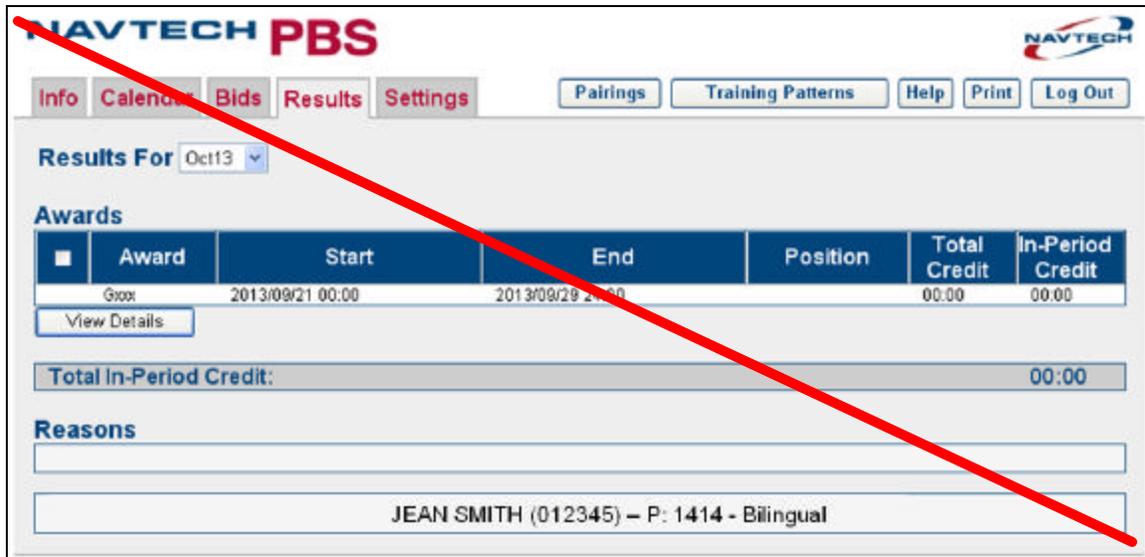


It is a good idea to make a habit of submitting your bids periodically when bidding. This practice saves your bid at the point where it is at that time. This will also reduce the impact of either a power and/or internet failure when bidding.

Section 3 –PBS Bidding Interface

Results Page

The Results Page in Air Canada’s version of PBS is not used. Although some information may appear, PBS award results are published via the portal.



The Results Page is not used in Air Canada’s version of PBS.

Section 3 –PBS Bidding Interface

Settings Page

The Settings Page is used to set up the Navtech PBS Desktop Bidder. The Navtech PBS Desktop Bidder is a program that you can install on your PC (Windows users only) that allows you to create bids without an internet connection. An internet connection is needed to download monthly information (pairing files, past bids) as well as for submitting a bid.

Other features of the Desktop Bidder include tools to analyze your bid lines and their effect on your bid.

NAVTECH PBS

Info Calendar Bids Results **Settings** Pairings Training Patterns Help Print Log Out

Settings

Navtech PBS Desktop

The desktop version of Navtech PBS can be installed onto your computer and used to bid, search for pairings, analyze the pairing pools, and perform other PBS actions even when you are not connected to the internet.

Navtech PBS Desktop is only available to Windows users, and requires Microsoft 3.5 .Net Framework. For more information, click on the Help button and select the Installation Guide heading in the table of contents.

If you have all of the required dependencies you can install the application from here:

[Navtech PBS Desktop Installer](#)

After installing the application you will be required to provide a valid configuration file that will initialize server settings. Download the following file and import it into the application when prompted:

[Navtech PBS Desktop Configuration File](#)

JEAN SMITH (012345) – P: 1414 - Bilingual

For more information on the PBS Desktop Bidder please refer to the PBS Desktop Bidder section in this guide.

Section 4 - Bidding and Award Process

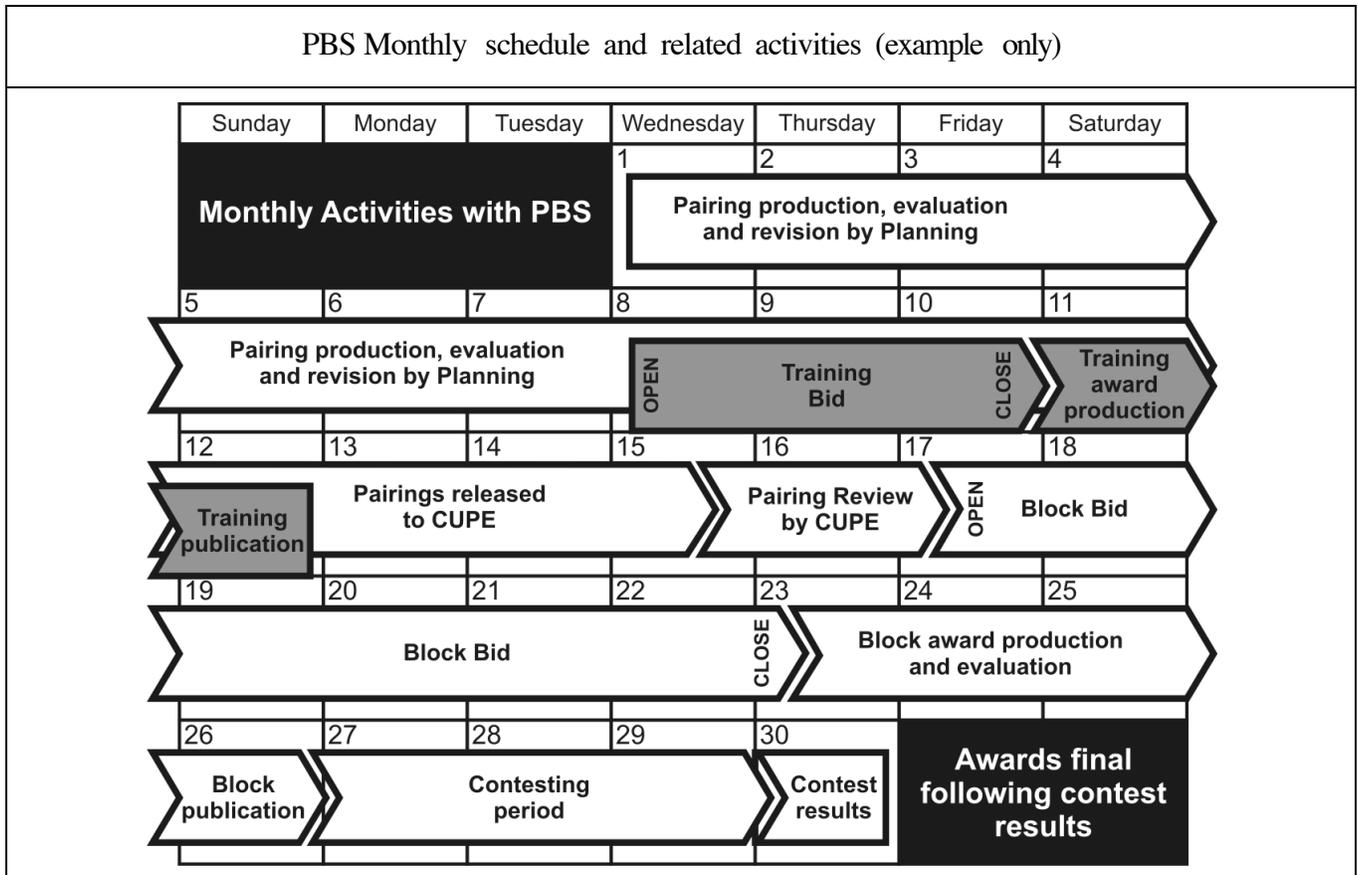
Bidding Period

Each block month, during the bidding period, cabin personnel are able to create, edit and submit (save) their requests for the type of block or training (if applicable) they would like to be awarded. To do so, crew members complete an electronic bid sheet located in PBS. This bid sheet will contain information (preferences) in the form of sequential bid lines using selectable options that details the likes and dislikes as well as the priorities for their schedule.

Once the bidding period is over, the system will read each bid, starting with the most senior crew member (Service Directors first, then Flight Attendants), and will create blocks trying to fulfill, as much as possible, each crew member's preferences while meeting the Collective Agreement requirements and Air Canada's targets for crew utilization. PBS will process each base individually with the pairings available at their base (also called the available pairing pool).

When all the blocks have been created, the awards are posted and each eligible bidder receives a report detailing where their preferences (bid lines) were honoured, partially honoured or not honoured as well as those preferences that were denied. If a crew member feels that an error occurred during the awards, they may contact their local PBS committee and/or complete an on-line contest form and submit it during the contesting period (3 days after the awards are posted). These contests are then read, analyzed, answered and the awards are made final.

The bid period is not fixed in each month and "block months" may not correspond to the calendar month. The example (below) is to highlight the various activities only. Refer to the Air Canada portal for dates and times of the various PBS activities (bid open, close, awards, contesting, etc.).



Section 4 - Bidding and Award Process

Bidding is always for the following month. In all months, training bids are completed first. Once training awards are published they will be added to your following month's schedule prior to your bidding for a block. Training bids are explained later in this guide.



EXCEPT when administrative activities occur, such as Training or Block Awards and Contesting, Default bidding is available at any time in the block month with some limited functionality outside the actual bid period. Specifically, all aircraft type, position and layover stations fields are blank from the time that Training Bid opens until Pairing Bid Period opens. Once Pairing Bidding opens, all bidding options will be available.

Blocking Window

PBS will build blocks within a set window. Depending on the block month that window may be between 71 and 80 hours (80 hour month) or 76 and 85 hours (85 hour month).

Within these windows is a target threshold that PBS will attempt to achieve unless you indicate otherwise. The target is 4 hours less than the maximum.

i.e.	80 Hour Month	85 Hour Month
Minimum:	71 hours	76 hours
<i>Target Threshold:</i>	<i>76 hours</i>	<i>81 hours</i>
Maximum:	80 hours	85 hours



Your block may not be built below the minimum or above the maximum however these values may be reduced depending on your availability in the block month. Absences such as long-term sickness, leaves of absence, etc. will reduce these values. Refer to your Collective Agreement for more information on the reductions.



Blocking windows for Reduced Block Program (RBP) holders is 30, 38 and 45 for the minimum, target and maximum.

Pairing Pool

The pairing pool consists of all the pairings available to you at the time that PBS is considering your bids. Pairings remaining in the pool, at that time, are those left after more senior bidders have been awarded their blocks. Use *Award Pairings If* bid preferences to identify pairings that you want PBS to consider. You may also exclude or remove pairings from the pairing pool through your *Avoid If...* and/or *Prefer Off...* bid lines.

You may also use *Forget* and *Redo From* bid preferences to return pairings removed by *Avoid If...* and/or *Prefer Off...* bid lines.

Section 4 - Bidding and Award Process

Awarding Process

The main goal of PBS is to build schedules, or blocks, with credits within the monthly flying time window (parameters) set for the block month (usually between 71 and 80 hours or 76 and 85 hours for the month). Such a schedule is called a “legal” or “complete” block. The awarding of pairings (creating blocks) is a logical process that follows a specific sequence. PBS begins the awarding process with the Service Directors at each base followed by Flight Attendants. The most senior bidder, by classification, has their bid read line by line, starting from the first bid line and moving on to the next if required. PBS does not look at your bid as a whole and judge the type of block that you prefer and award pairings accordingly. Rather, PBS will read each bid line and execute the instructions in that bid line. Some bid lines may affect your bid overall, others what you prefer to do and others what you prefer not to do.

Credits used towards the monthly flying time window also include any vacation days within the block month. You may verify the credit from any vacation within the block month from your Calendar Page.

Your monthly flying time window is also affected by any absences, other than vacation, that occur within the block month. LOA, MAT ALT, WIP are some of the absences that will affect your monthly flying time window.

While the various options available will be covered later in this guide in more detail, for now we will consider the two main types of bid lines:

- **Positive bid line**, this is what I prefer to do: Award pairings If...
- **Negative bid line**, this is what I prefer not to do: Avoid pairings If... or Prefer Off...

Beginning with the first bid group of your bid, PBS processes each bid line taking action depending on the type of bid line and options used. After the bid line is processed, PBS will verify if it has attained a complete block within that month’s parameters and any honoured Conditional bid lines. If PBS did create a complete block within that month’s parameters and any honoured Conditional bid lines, it stops, saves your award and proceeds to the next bidder. If PBS has not awarded you a complete block within that month’s parameters and any honoured Conditional bid lines it will continue and process your next bid line and so on. The order in which you place your bid lines is therefore very important.

At the end of each Start Pairings bid group in your bid sheet PBS automatically adds the bid line: *Award pairings*. Award pairings is an embedded system-generated bid preference that is automatically added to the end of a Start Pairings bid group. You cannot move or delete this bid preference and it is always the last line of a Start Pairings bid group in all Current and Default bids.

Award pairings tells PBS several things:

- all bid preferences in the bid group have been processed
- if a legal block hasn’t been constructed, assign any available pairings that have not been removed from the pairing pool by your Avoid Pairings If... and Prefer Off... bid lines to your block
- if a legal block still hasn’t been constructed, go to the next step in the awarding process

The embedded *Award Pairings* serves to try and complete a block in case a crew member does not submit enough bid lines on the bid sheet to do so.

If a pairings block is not possible, as a last resort, PBS will try to award a reserve pattern, but before it does so, it may try to deny some (possibly all) of your negative bid line preferences in order to create a legal block. This process is known as Denial Mode. Note that it is possible to request a reserve block over a pairings block. More on this will be covered in the Start Reserve Bid group section of this guide.

Section 4 - Bidding and Award Process

Let's take a simplistic look at the award sequence:

1. PBS reads the first bid line of the bid sheet and executes the instructions in that bid line. Depending on the type of bid line used, the system will find all the available matching pairings and do one of two things...

If a positive bid line is used (*Award Pairings If...*), PBS will try to award as many pairings as possible from the available pairing pool matching the criteria in order to complete the block. The order in which PBS awards these pairings may determine the number of pairings awarded.

If a negative bid line is used (*Avoid Pairings If... or Prefer Off...*), PBS will remove all the matching pairings from the available pairing pool. No pairings are awarded at a negative bid line.

2. After the bid line has been executed, PBS checks to see if a complete legal block has been created.

If not, PBS goes to the next bid line.

If block is complete, PBS stops saves your award and proceeds to the next bidder in seniority.

3. If, after processing the crew member's last bid line and their block is not complete, PBS processes the embedded line: *Award Pairings*. This bid line instructs PBS to find and award any pairings left that have not yet been removed from the available pairing pool.
4. Should this still not be enough to create a legal block, PBS will conclude that too many pairings may have been removed from the available pool through negative bid lines and will enter Denial Mode. In Denial Mode, PBS will start from the bottom of the bid sheet and will move up until it finds the last **negative** bid line (*Avoid Pairing If... or Prefer Off...*). PBS will delete that bid line, remove all awarded pairings so far and will start the award process for this bidder all over, but now with fewer restrictions.



An exception exists when Denial Mode encounters a *Prefer Off...* preference with multiple dates or days selected. Instead of deleting the whole bid line, PBS will remove one date or day at a time, from right to left (seen as least important to most important). This only applies to *Prefer Off...* preferences during Denial Mode.

5. This sequence (steps 1 through 4) is repeated until the block is completed or until there are no remaining negative bid lines to delete. In the latter case, the system will make one last attempt to create a legal block by using only one bid line, the embedded *Award Pairings* bid line. This means it will look for and award any pairings left in the available pairings pool. This is called SLG (Second Line Generation).
6. Only if PBS is unsuccessful at creating you a legal block, will it enter the Start Reserve portion of your bid. In this bid group section of your bid you may enter bid lines similar to the Start Pairings bid group section, although the options may be specific to the Start Reserve bid group section. PBS will also read these bid lines in order of priority and execute the appropriate commands. If you do not submit a reserve bid group and bid lines, PBS will award a reserve pattern for you.

Section 4 - Bidding and Award Process

The awarding process for your bid incorporates “internal” processes used by PBS to ensure that, unless otherwise requested by the bidder, all possible efforts will be made to award a block of pairings vs reserve. These processes are seamless to the bidder and are important in that they allow PBS to fulfill its requirement to award as many blocks as possible within the window while maintaining Air Canada’s requirements for coverage. These processes are: Coverage Awards, Swapping, Substitution, Shuffling, Denial Mode, and SLG. All of these processes are done automatically.

Coverage Awards are pairings that are awarded to ensure that pairings that accumulate on a specific date, dates or language are assigned. In short, Coverage means that you are required to work on that date to reduce the excess of pairings left unassigned once PBS completes the awards for your base. Coverage, if required, is carried out first as it is designed to award pairings in order to cover the operation and is a process that ensures coverage on a date or dates where the number of block holders legal to fly on a given date is equal to the number of remaining pairings that touch that date. Should you be affected by Coverage Awards PBS will read your bid strictly to award a pairing (or reserve date) that needs to be assigned. This process is repeated until no further pairings (or reserve days) need to or can be assigned.

Coverage Awarding also applies to route languages. In these cases the award process is different and there are two distinct types of language coverage awards:

- Language Credit is where route language/BL qualified FAs are awarded the maximum amount of flying hours in their qualified language. In this type of Coverage Award PBS will process your bid, including Denial Mode and SLG to select the result with the most number of hours for that route language/BL.
- Language Coverage is where route language/BL qualified FAs are awarded a route language/BL pairing on a specific date because of the number of route language/BL pairings that touch that date.



Language Coverage Awarding does not apply to Service Directors.

After the coverage award process is done, your bid will be read normally to complete your block unless your block has been completely built using Coverage Awards.

More information on Coverage Awards, Swapping, Substitution, Shuffling, Denial Mode, and SLG are reviewed later in this guide.

Section 4 - Bidding and Award Process

Basic Bidding

When completing the bid sheet, crew members will be selecting from bid preferences, criteria and options found in PBS in order to create bid lines which define the type of block they would prefer. This is part of your bidding strategy or using the tools and features of PBS in a way to create you a Pairings or Reserve block that meets all or as many of your requests as possible at your seniority (see Denial Mode).

When constructing your bid, keep in mind that PBS will consider pairings that are in the available pairing pool at the time that it processes your bid. Also, that as a rule, PBS reads and processes your bid sheet starting at the top of your bid executing the bid lines one by one. Exceptions to that rule include specific processes such as Coverage. These processes only come into effect when required and will, as best possible, attempt to honour the order of your bid lines.

Bid Lines

There are three basic PBS bid lines that you may use: *Award Pairings If...*, *Avoid Pairings If...* and *Prefer Off...*. In addition, four other bid lines may be used for specific PBS functions: *Start Bid group*, *Instruction*, *Set Condition* and *Waive*. These bid line options vary depending on the bid group that they will be used in (Pairing Bid group, Reserve Bid group or Training) and will be reviewed in greater detail later in this guide.

It is likely that you will need to submit several bid lines in order to create your block. Bid lines may be specific or generic. Although there is no real “category” of bid lines, the following are examples of what may be requested using an *Award Pairings If...* bid line:

Very Specific:

Award Pairings If Departing on October 10, 2013 If Pairing Number M5002
PBS may ONLY award pairing M5002 that departs on October 10, 2013.

Specific

Award Pairings If Departing on October 15, 2013 If Layover In YYC If
Pairing Length = 2 days

PBS may award any pairing that departs on October 15, 2013 AND has a layover in YYC AND that has a pairing length of 2 days. Depending on the pairings at your base (and available at the time PBS is awarding you your block) there may be none or several pairings that match this bid line.

Generic

Award Pairings If Layover In YYC If Pairing Length = 2 days

PBS may award any pairing that has a layover in YYC AND that has a pairing length of 2 days. Depending on the pairings at your base (and available at the time PBS is awarding you your block) there may be none or several pairings that match this bid line. Theoretically, this bid line would have more pairings matching the parameters than the one above.

Very Generic

Award Pairings If Layover In YYC

PBS may award any pairing that has a layover in YYC. Depending on the pairings at your base (and available at the time PBS is awarding you your block) there may be none or several pairings that match this bid line. Theoretically, this bid line would have many more pairings matching the parameters than the one above.

Section 4 - Bidding and Award Process

Bid Sheets

All bids must be submitted on a bid sheet. Your bid sheet is found on your Bid Page.

Pairings / Reserve Bid Sheet:

PBS bid screen above showing an **empty bid sheet** (no bid line numbers on any bid line and the Buddy Bid box is unchecked).

The Bid Sheet is divided into three distinct sections:

- **Start Pairings** section [1]
 - All bid groups in this section must be Start Pairings bid groups
- **Start Reserve Bid** demarcation line [2]
 - All bid groups above this line must be Start Pairings bid groups
 - If read, PBS will be directed to jump to the first Start Reserve bid group
- **Start Reserve** section [3]
 - All bid groups in this section must be Start Reserve bid groups

Section 4 - Bidding and Award Process

The available Preferences are dependant on the type of bid / bid group that is being used (Start Pairings / Start Reserve). These will be covered in greater detail later in this guide.

PBS **Start Pairings** preference tabs.

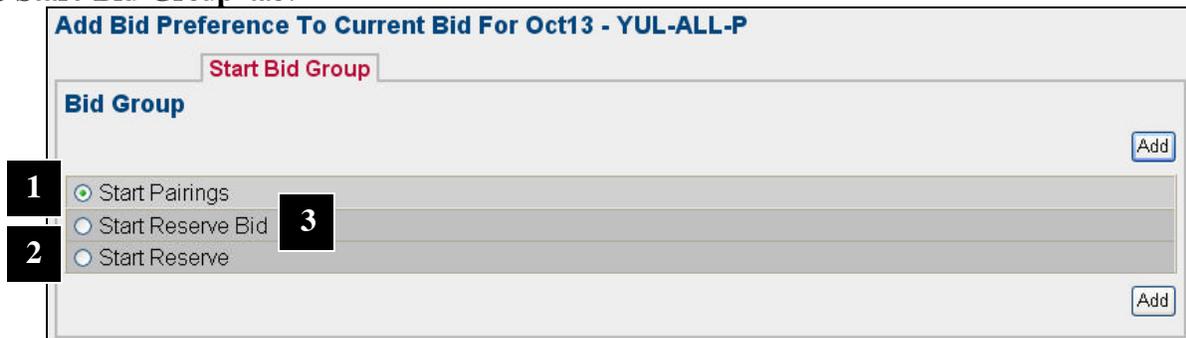


PBS **Start Reserve** preference tabs.



In each of the Start Pairings and Start Reserve bid group preferences, as well as when starting from a blank bid sheet, there is a Start Bid Group tab. This tab allows you to add either a [1] **Start Pairings** bid group or a [2] **Start Reserve** bid group.

PBS **Start Bid Group** tab.



The **Start Reserve Bid** [3] bid group is used to force PBS to go to your first Start Reserve bid group. The Start Reserve Bid bid group is used as part of a bidding strategy that forces PBS to begin reading your Reserve bid group(s) either immediately after a Start Pairings bid group or at the very beginning of your bid.



Bids may include multiple Start Pairings bid groups as well as multiple Start Reserve bid groups however **ALL** Start Pairings bid groups must be above all Start Reserve bid groups.



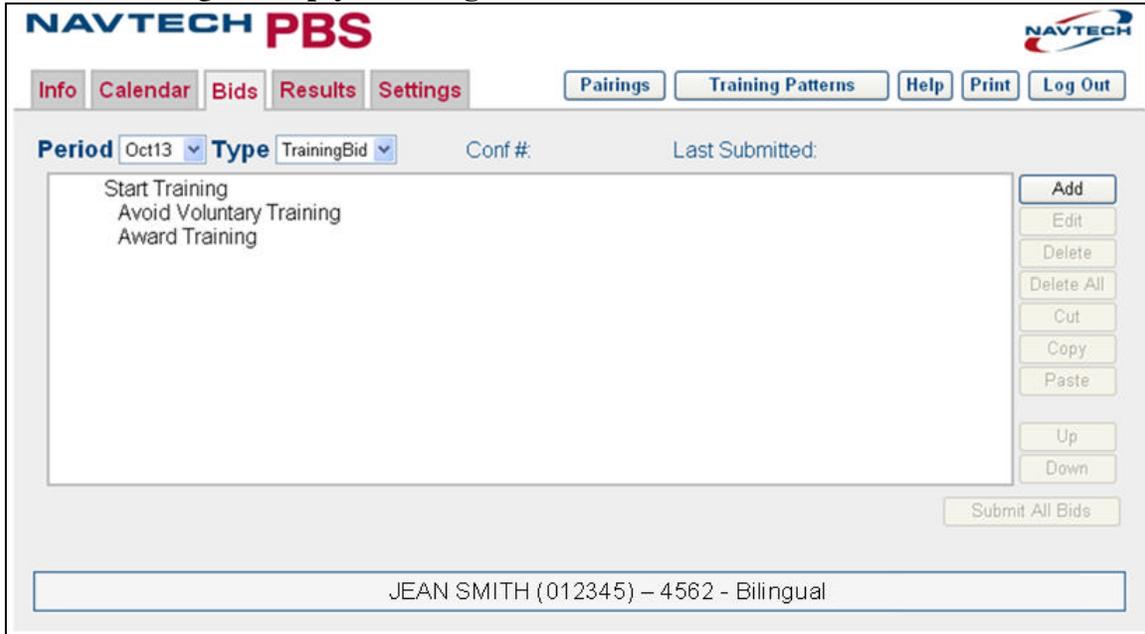
PBS will do everything possible to award you a Pairings block. Using a Start Reserve Bid bid group is not necessary if you prefer a Pairings block over Reserve. In either case, depending on your bidding seniority, it may be a good idea to have a Reserve bid group with reserve bid lines.

More information on Reserve and the Start Reserve Bid bid group will be covered later in this guide.

Section 4 - Bidding and Award Process

Training Bid Sheet:

PBS bid screen showing an **empty Training bid sheet**.



The screenshot shows the NAVTECH PBS web interface. At the top, there is a navigation bar with tabs for Info, Calendar, Bids, Results, and Settings. To the right are buttons for Pairings, Training Patterns, Help, Print, and Log Out. Below the navigation bar, there are dropdown menus for Period (Oct13) and Type (TrainingBid), along with fields for Conf # and Last Submitted. The main area contains a list of training preferences: Start Training, Avoid Voluntary Training, and Award Training. To the right of this list are buttons for Add, Edit, Delete, Delete All, Cut, Copy, Paste, Up, and Down. At the bottom right of the main area is a Submit All Bids button. A text box at the bottom of the interface displays the user information: JEAN SMITH (012345) – 4562 - Bilingual.

The available Preferences are solely for training bids and do not apply to your Pairings and/or Reserve bids. These too will be covered in greater detail later in this guide.

PBS **Training** preference tabs:



The screenshot shows a preference tab titled "Add Bid Preference To Current Bid For May10 - YUL-P". Below the title are two buttons: "Prefer Off" and "Set Condition".



PBS uses your CABIN PERSONNEL seniority for training bids.

Section 4 - Bidding and Award Process

Embedded Bid Groups / Bid Lines

PBS has a number of measures designed to ensure that anyone not bidding, or forgetting to bid, will still be awarded a block. These measures include the addition of what are known as “embedded” bid groups and bid lines.

There are three system-generated bid groups, one Start Pairings, one Start Reserve Bid (serving as a demarcation line between the Start Pairings and Start Reserve sections of your bid sheet) and one Start Reserve.

Any embedded bid group or embedded bid line cannot be moved or deleted. They also will be placed at the end of their respective section and bid group in your bid sheet.

Start Pairings
Award Pairings
Start Reserve Bid
Start Reserve

For easier recognition, embedded bid lines do not have bid line numbers and do not count towards the total number of possible bid lines in your bid sheet.

The order of the embedded bid groups is important. If no bid lines are added, PBS ensures that a Pairings block is awarded first, if possible, followed by a Reserve block (if a Pairings block is not possible).

The last bid line of every Start Pairings bid group is the embedded bid line: Award Pairings

When encountered during the awarding process, the embedded Award Pairings bid line tells PBS several things:

- all bid preferences have been processed
- if a legal block hasn't been constructed, assign any available pairings that comply with your Avoid Pairings and Prefer Off bid preferences to your block
- if a legal block still hasn't been constructed, go to the next step in the awarding process (shuffling, swapping, substitution, denial mode, etc.)

Section 4 - Bidding and Award Process

Bid Groups

Bid groups are like having multiple independent bid sheets. You may have one or more bid groups depending on how you want to structure your bid. In short, the concept of Bid groups allows you to create a bid group where if a legal block is not possible then you may instruct PBS to completely erase any pairings awarded and start over in a new bid group, etc.

If you choose to use multiple bid groups then your bidding strategy **MUST** include a mechanism for PBS to move from one bid group to another. Moving from one bid group to another is done “linearly” meaning that PBS would start at your first bid group and move to the second bid group if directed and to the third bid group if directed etc. Instructing PBS to move to the next bid group is done either through a negative bid line (*Avoid pairings If... and/or Prefer Off...*) being denied (if you must deny this bid line then go to the next bid group) known as **Else Start Next Bid Group**. Alternatively you may use a specific bid line option that direct PBS to switch to the next bid group known as **Clear Schedule and Start Next Bid Group**. Each has its purpose, each will delete any pairings awarded before moving to the next bid group and each has their uses which are covered later in this guide.

There are two types of bid groups where bid lines may be entered:

- **Start Pairings**
- **Start Reserve**

There is a third type of bid group that acts as the “demarcation” between your Start Pairings and Start Reserve bid groups. If encountered it instructs PBS to jump to your first Start Reserve bid group:

- **Start Reserve Bid**

Before you may add a bid line you must create either a Start Pairings or Start Reserve bid group. Once that is done you may then add your bid lines inside these groups. You may add one or more bid lines to a bid group however there is a maximum of 150 bid lines total amongst all bid groups. Each bid line is numbered so that you may know how many bid lines you have submitted.

Bid groups separate your pairing bids from your reserve bids; bid groups are processed separately. The Pairings bid group that determines your pairing block is processed first along with all of the other Pairings bid groups. Reserve bid groups are processed next. Each bid group starts with a system-generated bid line, either Start Pairings or Start Reserve, and these bid lines cannot be edited or moved. The Pairings bid group, the group that processes your pairing block, has an additional system-generated bid line called Award pairings.



You are NOT required to use multiple bid groups. Using multiple bid groups is optional and does require planning and forethought to be used to their full potential.



There is only one bid group for your Training bid.

Section 4 - Bidding and Award Process

Here is an example of a bid sheet with multiple bid groups:

The screenshot shows a bid sheet interface with the following elements:

- Tabs: Info, Calendar, Bids, Results, Settings
- Buttons: Pairings, Training Patterns, Help, Print, Log Out
- Period: Oct13, Type: CurrentBid
- Buddy:
- List of bid items:
 1. Start Pairings
 2. Prefer Off Friday
 3. Award Pairings **If Any Aircraft Type 777 If Layover In BRU, CDG, CPH, FRA, LHR**
 4. Avoid Pairings **If Pairing Check-In Time < 09:00**
 5. Award Pairings **If Average Daily Credit > 005:00 If Pairing Length < 4 days**
 6. Clear Schedule and Start Next Bid Group
 7. Start Pairings
 8. Prefer Off Thursday
 9. Avoid Pairings **If Pairing Check-In Time < 08:00 Else Start Next Bid Group**
 10. Award Pairings **If Any Aircraft Type 777 If Layover In BRU, CDG, CPH, FRA, LHR**
 11. Award Pairings **If Average Daily Credit > 005:00 If Pairing Length < 4 days**
 12. Start Reserve
 13. Prefer Off Friday, Saturday Else Start Next Bid Group
 14. Start Reserve
 15. Prefer Off Saturday, Sunday Else Start Next Bid Group
 16. Start Reserve
 17. Prefer Off Friday, Saturday
- Annotations:
 - 1-8: Black boxes on the left side of the list.
 - 9-10: Black boxes on the right side of the list.
 - Arrows: Point from the right-side boxes to the corresponding bid items.
- Buttons on the right: Add, Edit, Delete, Delete All, Cut, Copy, Paste, Up, Down.

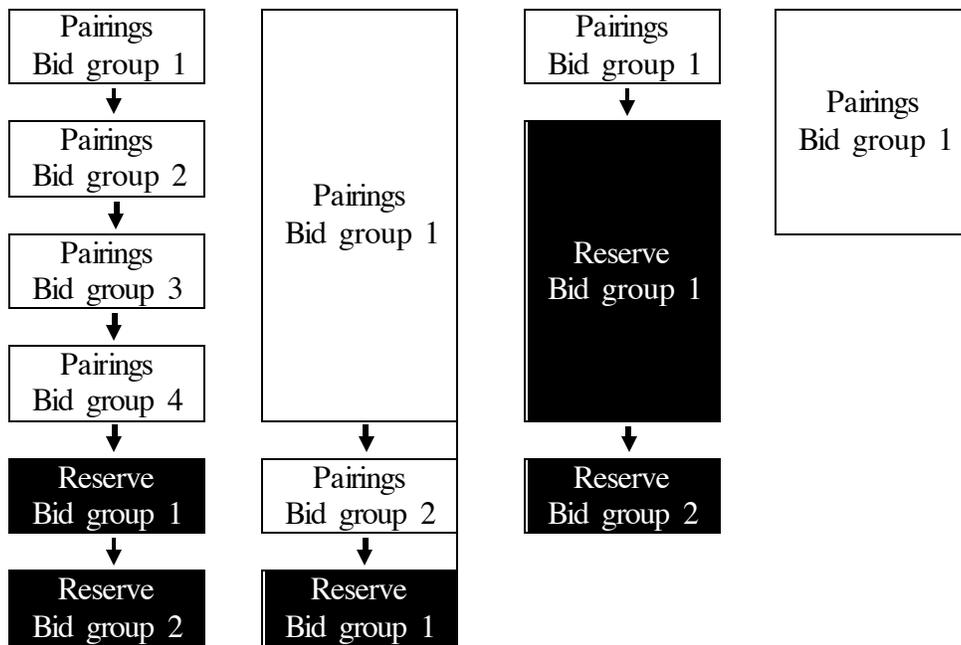
1. First Start Pairings bid group
2. Second Start Pairings bid group
3. Embedded Start Pairings bid group
4. Embedded Start Reserve Bid bid group. The demarcation line between the Start Pairings and Start Reserve sections of your bid. All Start Reserve bid groups (if submitted) must be below this bid group.
5. First Start Reserve bid group
6. Second Start Reserve bid group
7. Third Start Reserve bid group
8. Embedded Start Reserve bid group
9. Mechanism used to move from one bid group to another
10. Embedded Award Pairings bid line. All Start Pairings bid groups will have an embedded Award Pairings bid line.

As mentioned earlier in this guide, PBS will make every possible effort to create you a Pairings block. If that is not possible from your first Start Pairings bid group then PBS will continue to the next bid group and so on. If a Pairings block is not possible by the time PBS encounters the embedded Start Reserve Bid [4] bid group then PBS will jump to the first Start Reserve bid group and continue the award process.

You may, however, control when PBS “jumps” to the next bid group. See *Clear Schedule and Start Next Bid Group* and *Else Start Next Bid Group* later in this guide.

Section 4 - Bidding and Award Process

Simplistic examples of different groups:



The example above is only to illustrate that multiple bid groups may be used.

It is important to remember that you must use a mechanism for PBS to jump from one bid group to another such as Else Start Next Bid Group and/or Clear Schedule and Start Next Bid Group.

- There is no minimum size (number of bid lines) to a bid group.
- You may have one or several bid groups depending on your bidding strategy.
- All Start Pairings bid groups must be at the top of your bid (above the Start Reserve Bid bid group)
- All Start Reserve bid groups must be at the bottom of your bid (below the Start Reserve Bid bid group).
- Bid groups are processed one at a time starting at the first bid group and moving to the next only if needed or instructed.
- It is not possible to jump up to a previous bid group. PBS follows the flow of your bid from top to bottom.



The maximum number of total bid lines available for your entire bid is 150. Bid lines start at “1” and increase by 1 for every bid line (or first line in a bid group).

More information on Bid groups will be reviewed later in this guide.

Section 4 - Bidding and Award Process

A Word About Reserve

PBS is, by default, designed to make every attempt possible to create you a pairings block before it assigns reserve from the Start Reserve section of your bid sheet.

However, it is possible to manually request reserve at any point on your bid sheet. There are two ways for bidders to insert a reserve request:

1. Forcing PBS to go to a Start Reserve bid group if a negative bid line (*Avoid pairings If...* and/or a *Prefer Off...*) cannot be honoured.

In this case the bid line option **Else Start Next Bid Group** may be added to a negative bid line. That option, if triggered, will direct PBS to your next bid group. In order to force reserve, the next bid group would have to be **Start Reserve Bid** bid group followed by your Start Reserve bid group(s). See the **Start Reserve** section of this guide for more information on using the **Else Start Next Bid Group** option for reserve.

2. Forcing PBS to go to a Start Reserve bid group if your block is not complete at a specific bid line.

In this case the bid line option **Clear Schedule and Start Next Bid Group** bid line may be added anywhere in your bid. If the block is “not complete” at this bid line, PBS will remove all pairings awarded to you at this point. In order to force reserve, the next bid group would have to be **Start Reserve Bid** bid group followed by your Start Reserve bid group(s). See the **Start Reserve** section of this guide for more information on using the **Clear Schedule and Start Next Bid Group** option for reserve.



Remember that you do not need to request reserve. If a complete block cannot be awarded to you, after all attempts, even after Denial Mode and/or SLG, PBS will assign you a reserve pattern.



Depending on your seniority it may be a good idea to include a Start Reserve bid group (and bid lines) as part of your bid.

Section 4 - Bidding and Award Process

PBS Awarding Rules

PBS must follow contractual rules when awarding pairings or reserve patterns. Some of these are:

- **1 in 7 rule (Blocks and Reserve):**

One calendar day off is required after each series of 6 consecutive working days.

- **4 in 14 rule (Blocks and Reserve):**

Within a 14 day period, 4 calendar days off are required. (These 4 days do not have to be consecutive).

These are called the “1/7” and “4/14” rules and, unless waived, these rules will be applied to the awarding of pairings or reserve days.



When bidding in **Start Pairings** bid group(s) the 1 in 7 and/or the 4 in 14 rules may be waived.

When bidding in **Start Reserve** bid group(s) either the 1 in 7 **OR** the 4 in 14 rules may be waived but not both.

- **Crew rest rule (Blocks only):**

A one hour buffer for blocking purposes only is added to the applicable crew rest following all pairings and training.

Type of Pairing	Min Crew Rest	Buffer	Crew Rest (for blocking purposes)
- Domestic	10 hrs	1 hr	11 hrs
- Overseas	24 hrs	1 hr	25 hrs
- Long Range Flying	36 hrs	1 hr	37 hrs

You must ensure that the adjusted crew rest is completed before the start of the next duty period.



The table above applies for block holders only and applies **ONLY** to the creation of blocks by PBS. Refer to the Collective Agreement for more information on crew rest once the block month starts.



This does not change the contractual minimum crew rest times for operational purposes (day of flight).

- **GDO – Guaranteed Days Off Rule (Blocks and Reserve):**

For blocking purposes only – your GDOs must be scheduled as calendar days by PBS i.e. midnight to midnight.

Block Holders may have up to 2 single-day GDOs in a block. This number is reduced to 1 single-day GDO if the block holder is available for 15 days or less.

The number of GDOs for Block Holders and Reserve depend on the number of days in the block. Refer to the Block Package and/or Portal for more information.

Section 4 - Bidding and Award Process

- **Minimum days on/off (Reserve only):**

For blocking purposes only there must be a minimum number of consecutive days on or off used in creating your reserve block. They are:

Type of Day	Minimum	Exception
- Days on:	3	2 or 1 at the beginning and/or end of a block month.
- Days off:	2	1 at the beginning and/or end of a block month or vacation.

Checklist before bidding

Returning to work from an absence:

When returning from a prolonged medical absence you must provide Air Canada (planning) with a medical certificate showing a return date. This information must be received by Air Canada (planning) prior to bid close. GDOs and minimum / maximum block credits will be prorated. More information on the procedures to follow is available on the Air Canada portal (acaeronet).

Overlap:

Pairings overlapping from the previous month will be built into the block. All applicable credits and crew rest from the overlapping pairing will apply in the new block month.

Vacation:

For Block Holders, each vacation day has a pre-assigned value of 2 hours 55 minutes (2:55) and is counted towards the monthly blocking windows. GDOs will be prorated (reduced) in months where you are not available for a complete block (including single-day GDOs). For Reserve Block Holders, vacation days factor in the proration of your days on/off.

See the GDO table found in the PBS Monthly Bid Package Info and Reports on the Air Canada portal.

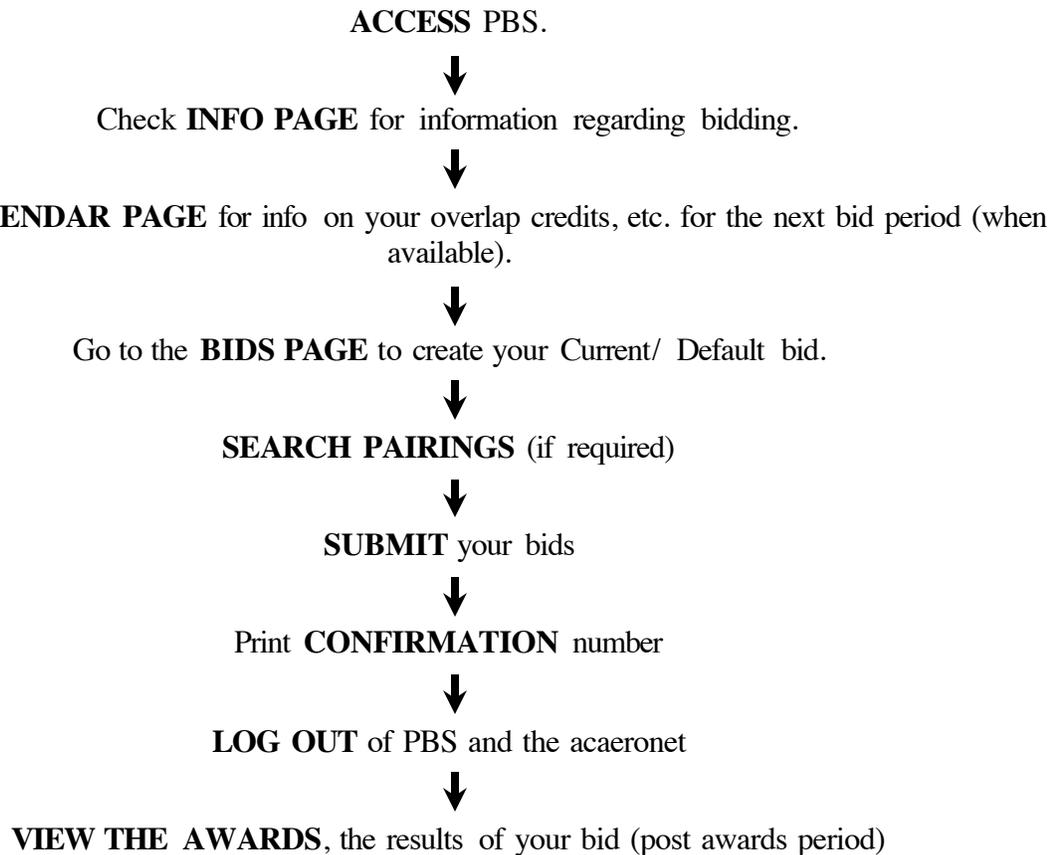
In-Charge Vacation:

In-Charge vacation credits will be paid at the aircraft rate operated. Where an In-Charge's vacation consists of part of a block month the In-Charge shall be paid at the aircraft rate operated in that block month. Where more than one aircraft is operated in the block month, his/her vacation pay will be calculated using the formula outlined in Article 5.11.01 Note. Where an In-Charge's vacation encompasses an entire block month, the In-Charge shall be paid at the aircraft rate operated in the previous block month. Where more than one type of aircraft was operated in the previous block month, his/her vacation pay will be calculated using the formula outlined in Article 5.11.01 Note.

Section 4 - Bidding and Award Process

PBS Bidding Steps Overview

Here is a generic overview of the steps involved in creating a bid:



Section 4 - Bidding and Award Process

Available Documentation

Available through the PBS Bidding, Awards, Contesting and Monthly Reports in Globe is the following documentation that may assist you in bidding:

PBS Monthly PAIRING Bid Package Info and Reports - October 2013

September 17, 2013

General information

- **October 2013: What's New?** [PDF] - 2013/09/12
- **Special Leave of Absence Available for the October 2013 Block Month** [PDF] - 2013/09/10
- **PBS Uncoupling of Language Positions: Ruling** [PDF] - 2013/03/21
- **PBS Bidding: Reminders, Tips and New Features** [PDF] - 2012/11/01
- **Southern Destinations: Legal Rest Periods** [PDF] - 2013/04/18
- **Acceptable Medical Certificates when Bidding to Return to Work** [PDF] - 2012/11/14
- **Alternate PBS Access Available** [PDF] - 2012/03/14
- **Limitations to Buddy Bidding** [PDF] - 2012/11/29
- **Air Canada Destinations** [PDF]
- **Absence Table** [PDF]
- **GDO & Vacation Credits** [PDF]
- **In-charge Vacation Credits** [PDF]
- **Reserve GDO Proration Table** [PDF]

Block Information (October 2013)

Cover Page	YVR [PDF]	YYC [PDF]	YYZ [PDF]	YUL [PDF]
Info Page	YVR [PDF]	YYC [PDF]	YYZ [PDF]	YUL [PDF]
Pairings	YVR [PDF]	YYC [PDF]	YYZ [PDF]	YUL [PDF]
Pairing Revisions	YVR [PDF]	YYC [PDF]	YYZ [PDF]	YUL [PDF]
Overlap Revisions	YVR [PDF]	YYC	YYZ	YUL

Meal Allowances [PDF]

Employee Information (October 2013)

Service Director Employee Checklist	YVR [PDF]	YYC [PDF]	YYZ [PDF]	YUL [PDF]
Flight Attendant Employee Checklist	YVR [PDF]	YYC [PDF]	YYZ [PDF]	YUL [PDF]

1. General Information:

Information that generally does not change from month to month with the exception of the “What’s New”.

2. Block Information:

Information specific to bidding and sorted by base.

- Cover Page: Block period as well as the flying hours window. Flying hours (total) broken down into Service Director, Flight Attendant as well as specific route languages and BL.
- Info Page: General information pertaining to the block month.
- Pairings: The pairings per base.
- Pairing Revisions: Any pairings that are revised or new as compared to the Pairings link.
- Overlap Revisions: Overlap Pairings that have been changed in the current month that may affect the month in which you are bidding.
- Meal Allowances: Chart of the current meal allowances per destination.

3. Employee Information:

Information specific to each crew member sorted by base.

- Service Director: Information on each eligible Service Director pertaining to overlap pairings, vacation credits, etc.
- Flight Attendant: Information on each eligible Flight Attendant pertaining to overlap pairings, vacation credits, etc.

Additional documentation on PBS is also available in ePub.

Section 5 – Creating and Editing Bids

Creating Bids

Bids are created by the addition of **Bid Lines** to a **Bid Group**. Bid lines are what you use to tell PBS what type of flying/block that you prefer or do not prefer. There is no need to understand computers or programming, all of the required elements and options are available through various “tabs” and/or check boxes on the bid screen.

The various options and criteria available to you are the “vocabulary” that PBS understands and uses. You build individual Bid lines using, in some cases, one, two or more (up to ten) options. The order that the options are entered for a single bid line is not important as PBS will automatically arrange the options for that bid line. The order that your bid lines appear on your bid screen is important as PBS reads them in that order (top to bottom).

Each bid line is read, in its entirety, and processed by PBS before it moves to the next bid line.

The order that your bid groups, and the bid lines they contain, are entered is important as PBS reads them from top to bottom carrying out their instructions. PBS will stop reading your bid lines once your block is complete. If a (Pairings) block is not possible and/or Reserve is requested then PBS will go to your Reserve bid group(s) to award you a Reserve Block. As a rule it is usually best to put more important requests higher in your bid than less important requests. Bid lines may be moved, copied and/or pasted. These operations will be reviewed later in the PBS Bidder’s Guide.



You have the option to use only one bid group. The use of multiple bid groups is your choice. Additional bid groups, either Pairings and/or Reserve, may also be created and added to your bid depending on your bidding strategy for the bid period.

Section 5 – Creating and Editing Bids

If and If Not

IF is used as part of all *Award Pairings* and *Avoid Pairings* bid lines. IF NOT is used as part of some *Award Pairings* bid preferences. IF and IF NOT attach any options to the bid preference. These options let you create a more precise bid line. Options include a pairing check in time, duty day length, pairing length, etc. More on these options will be covered later in this guide.

The options change, depending on the bid line you want to add, but often include days or date ranges, times, or locations.

Depending on your configuration, you can use If and If Not to add options to all *Award Pairings* and *Avoid Pairings*.

These simple examples illustrate how If and If Not can affect your bid:

Award Pairings If Any Aircraft Type 777 If Depart On Monday

This bid line tells PBS to add pairings that have a flight on the B777 and that depart on Monday to your schedule

Award Pairings If Not Landings in YYC If Depart On Monday

This bid line tells PBS to add pairings that do not have a landing in YYC and depart on Monday to your schedule

Avoid Pairings If Depart On Monday

This bid line tells PBS that you do not want any pairings that depart on Monday, even if the pairing matches a later *Award Pairings* bid line

Avoid Pairings If Any Aircraft Type 777 If Depart On Monday

This bid line tells PBS that you do not want any pairings that have a flight on the B777 that depart on Monday, even if the pairing matches a later *Award Pairings* bid line

PBS awards or avoids pairings depending on whether the pairing property following the “If” condition is **true** or **false** for each pairing. For example, If you bid: **Avoid Pairings If Pairing Check In <12:00**, the pairing checks in either before 12:00 or it does not.

There are some bids where the “If” condition is based on the multiple properties within the pairing. For example, the condition **Duty Duration** is based on several duty durations within a multi-day pairing with one or more layovers. *Award Pairings* and *Avoid Pairings* bid lines behave differently in how pairings are seen.

For example:

Avoid Pairings If Duty Duration > 10:00 would eliminate a pairing where even one duty duration in the pairing is greater than 10:00.

Award Pairings If Duty Duration > 10:00 would award pairings where all duty durations in the pairing are greater than 10:00.



You are limited to 10 “If” options to any bid line.

Section 5 – Creating and Editing Bids

Award Any / Award All Logic

Award Any:

For some bid options, using this Award All would not be practical. For example, Award Pairings If Landings In... would be useless if every landing had to be in one of the designated stations. For these bid options, the pairing is awarded or avoided if any of the conditions within the leg apply.

The bids that work with the Award Any logic are:

- Landings In
- Layovers

Award All:

The following bids allow pairings to be awarded only if all of the pairing properties in the pairing meet the specified property:

- Duty Duration
- Duty Legs
- Enroute Check In
- Enroute Check Out
- Sit Length

For example, to bid for pairings using an avoid without early check ins: Award Pairings If Enroute Check In >07:00, all of the Enroute Check Ins within the pairing must be after 07:00 for the pairing to be awarded.

Section 5 – Creating and Editing Bids

Bid Line Parameters

Some bid line options have additional parameters that may be selected:

After, Before, Exactly and Range (Time):

After > means any time following the time specified. After is represented by > in your bid preference. For example: Award Pairings IF Enroute Check-in Time > 06:15 means that any pairing with an enroute check-in time of 6:16am or later is considered.

Before < means any time before the time specified. Earlier is represented by < in your bid preference. For example: Award Pairings IF Enroute Check-in Time < 06:15 means that any pairing with an enroute check-in time of 6:14am or earlier is considered.

Exactly = means anything exactly the same as the time specified. Equal to is represented by = in your bid preference. For example: Award Pairings IF Enroute Check-in Time = 06:15 means that any pairing with an enroute check-in time of exactly 6:15am is considered.

Range means any time that falls between the two values following it, and includes the two end points. Range is represented by “**Between X and X**” in your bid preference. For example: Award Pairings IF Enroute Check-in Time Between 05:00 And 07:15 means that any pairings with an enroute check-in time that is somewhere between 5:00am and 7:15am are considered.

Greater Than, Less Than, Equal To, and Range (Amount):

Greater than > means anything larger than the number following it. Greater than is represented by > in your bid preference. For example: Award Pairings IF AVERAGE DAILY CREDIT > 006:15 means that any pairing with an average daily credit of 6:16 or more is considered.

Less than < means anything smaller than the number following it. Less than is represented by < in your bid preference. For example: Award Pairings IF Average Daily Credit < 006:15 means that any pairing with an average daily credit of 6:14 or less is considered.

Equal to = means anything exactly the same as the number following it. Equal to is represented by = in your bid preference. For example: Award Pairings IF Average Daily Credit = 006:15 means that any pairing with an average daily credit of exactly 6:15 is considered.

Range means anything that falls between the two numbers following it, and includes the two end points. Range is represented by “**Between X and X**” in your bid preference. For example: Award Pairings IF Average Daily Credit 005:00 And 007:15 means that any pairing with an average daily credit that is somewhere between 5:00 and 7:15 are considered.

All or Nothing (Prefer Off only):

If the bid line cannot be honoured then disregard the entire bid line.

Section 5 – Creating and Editing Bids

Positive and Negative Bid lines

It is important to understand the difference between positive and negative bid lines when constructing your bids.

Negative Bids

- Prefer Off... Days that I want off
- Avoid Pairings If... Pairings or type of pairings that I do not want

Positive Bids

- Award Pairings If... Pairings or type of pairings that I want

At the start of the awards process, all pairings are put into a “pool” (available pairings pool). As your bid is read pairings are either removed from the pool or awarded to your block.

- Negative bids remove pairings from the available pairing pool.
- Positive bids take pairings from the available pool and add them to your block.

All the parameters within the bid line must exist within a pairing for the pairing to be either awarded or avoided by that bid line.



For a pairing to be awarded you must be legal in all respects.

The following examples are simplistic and solely to illustrate how positive and negative bid lines are treated by PBS and not necessarily examples of a sound bidding strategy. More information on how PBS processes your bid will be described later in this guide:

Sample Bid 1:

1. Start Pairings
2. Prefer Off Monday, Tuesday
3. Avoid Pairings **IF** Pairing Check-In Time Between 01:00 and 06:00
4. Award Pairings **IF** Layovers in MIA, BOS
Award Pairings

Sample Bid 1 Explanation:

- PBS reads your first bid line and removes all pairings that operate on Mondays and Tuesdays from the available pairing pool.
- PBS continues to read your bid and then removes all pairings with a pairing check-in time between 1:00 am and 6:00 am from the available pairing pool.
- At your next bid line, PBS will award you any pairings remaining in the available pairings pool with layovers in Miami and/or Boston.
- If your block is not complete then PBS will process the embedded Award Pairings bid line (basically award anything that remains in the available pairings pool). You will not be awarded a pairing with layovers in Miami and/or Boston, if it works on a Monday or Tuesday or checks in between 1:00 am and 6:00 am as these pairings were already removed from the available pool by previous bid lines (bid lines 2 and 3).

Section 5 – Creating and Editing Bids

Sample Bid 2:

Start Pairings

1. Prefer Off Monday, Tuesday
2. Avoid Pairings **IF** Pairing Check-In Time Between 01:00 and 06:00
3. Award Pairings **IF** Layovers in MIA, BOS **IF** Pairing Length > 2 Days
4. Award Pairings **IF** Layovers in MIA, BOS

Award Pairings

Sample Bid 2 Explanation:

- PBS reads your first bid line and removes all pairings that operate on Mondays and Tuesdays from the available pairing pool.
- PBS continues to read your bid and then removes all pairings with a pairing check-in time between 1:00 am and 6:00 am. from the available pairing pool.
- At your next bid line, PBS will award you any pairings remaining in the available pairings pool with layovers in Miami and/or Boston AND if the pairings length is greater than two calendar days.
- At your next bid line, PBS will award you any pairings remaining in the available pairings pool with layovers in Miami or Boston.
- If your block is not complete then PBS will process the embedded Award Pairings bid line (basically award anything that remains in the available pairings pool). You will not be awarded a pairing with layovers in Miami and/or Boston if it works on a Monday or Tuesday or checks in between 1:00 am and 6:00 am as these pairings were already removed from the available pool by previous bid lines (bid lines 2 and 3).



If PBS enters denial mode, Prefer Off and Avoid Pairing bid lines are removed from your bid and your bid is reprocessed. See the *Denial Mode* section later in the Bidder's Guide for more details.



The examples above are for demonstrating concepts of PBS and not necessarily sound bidding strategies.

Start Pairings Section

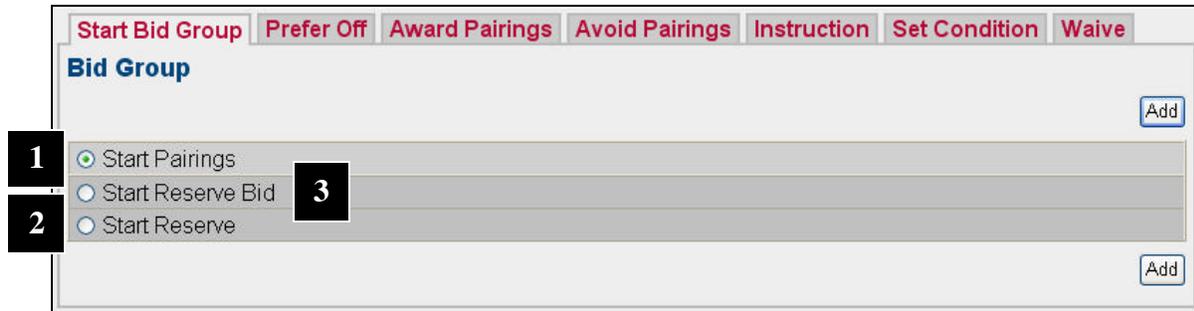
In this section of the PBS Bidder's Guide we will review the options available in Start Pairings bid groups.

Start Pairings bid groups are used to enter bid lines that PBS uses to award pairings. PBS will read your bid starting with your first bid group, which will always be a Start Pairings bid group, and execute the bid lines within that bid group.

If PBS is unable to create a legal Pairings Block or is instructed (by your bid lines) to proceed to the Reserve section of your bid, then PBS will award you a Reserve Block.

Section 5 – Creating and Editing Bids

Start Bid Group



The Start Bid Group tab allows you to add a bid group to your bid. Bid lines are added to a bid group therefore you must have at least one bid group in your bid. Depending on your bidding strategy you may add additional bid groups to your bid.

1. Start Pairings: Add a Start Pairings bid group to your bid. Start Pairings bid groups are always placed above the embedded Start Pairings bid group.
2. Start Reserve Bid: Add the Start Reserve Bid command to your bid. This bid group cannot contain any bid lines. If encountered the Start Reserve Bid bid group directs PBS to your first Start Reserve bid group.
3. Start Reserve: Add a Start Reserve bid group to your bid. Start Reserve bid groups are always placed above the embedded Start Reserve bid group.

Here is a quick overview of the bid lines and operations available for you in PBS. These become available to you once you click on the Add [4] button on your bid sheet.



Each bid line and operation is available through various tabs on the Add Preference page. Each has a specific purpose and some have several options to better express to PBS what pairings you prefer (or not). The bid lines and their options depend on the type of bid group where they are added. To avoid confusion and bidding errors you should be aware of the bid group where your bid line is being added.

Section 5 – Creating and Editing Bids

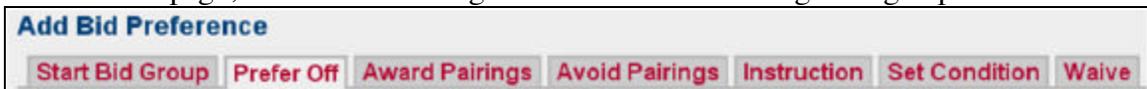
There are visual cues that will assist you:

Add Bid Preference page, seen when clicking Add from a blank bid sheet:



By clicking “Add” PBS will expect that you want to add bid lines. Since a blank bid sheet has no bid groups, PBS will prompt you to add a bid group into which you may add bid lines.

Add Bid Preference page, seen when clicking Add from a Start Pairings bid group:



Add Bid Preference page, seen when clicking Add from a Start Reserve bid group:



Section 5 – Creating and Editing Bids

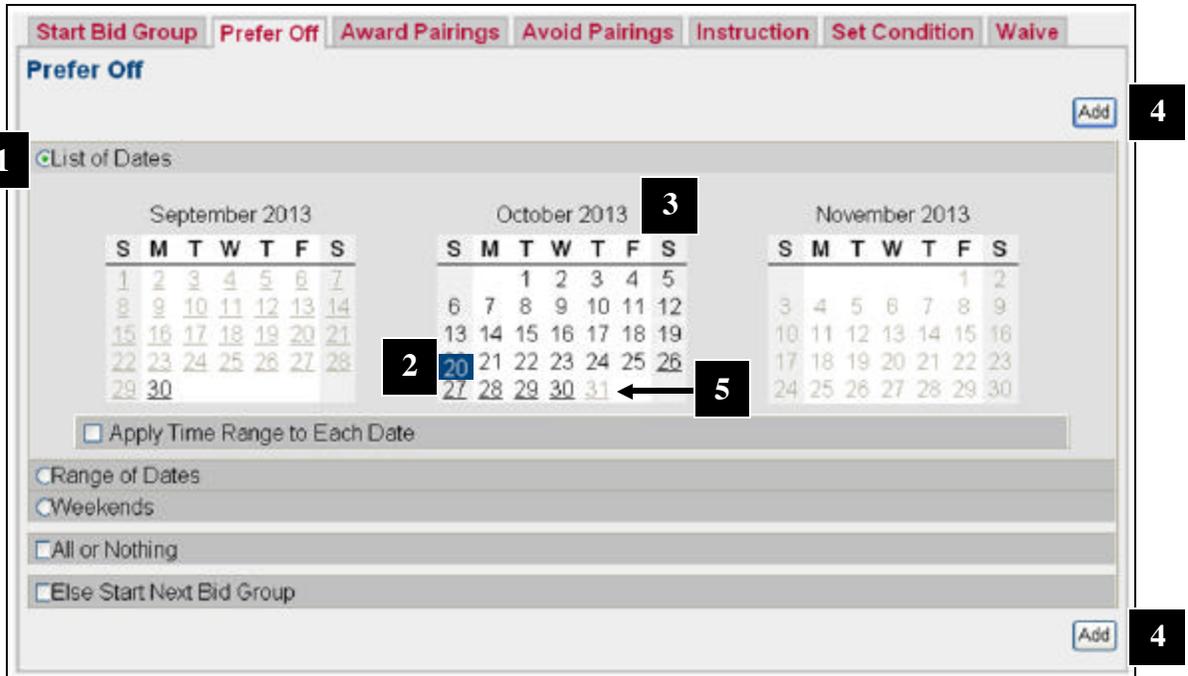
Prefer Off Bid Line Options

Prefer Off bid lines request dates or days off during the bid period. You can select days of the week, specific dates or ranges of dates, weekends, and times of day that you want to be free of duty.

Prefer Off bid lines remove pairings from the available pairing pool for consideration at lower Award bid lines within your bid.

List of Dates:

Specify date(s) that you prefer to have off in the order of priority (order that they are selected)



When clicking on List of Dates [1] you are presented with a calendar view. “Grey” dates are dates outside the block month. Black dates are dates within the block month. You may request specific date(s) off by clicking on the date(s) in the calendar. Selected date(s) are highlighted (blue) [2]. PBS will remember and save the order that that they are selected on that Prefer Off bid line. This is important because in Denial Mode (described later in this guide), PBS removes dates one-by-one in the reverse order that they were selected. Prefer Off bid lines are the ONLY bid line where the order that items are added is remembered by PBS. To deselect a date or day, simply click on the specific date or day.

You may request a specific day(s) of the week (Mon, Tue, etc.) by clicking on List of Dates to bring up the calendar. Then click on the day(s) of the week letter [3] at the top of the calendar. Requesting a day(s) of the week is the equivalent to asking for the days off by dates, beginning with the first such day in the month. For example, stating "Prefer Off Friday" will treat the first Friday of the month as more important than the 2nd Friday, etc.

Once you have entered the date(s) or day(s) that you want off. Click on the Add button [4] at the top or bottom of the page to add that bid line to your bid sheet.

Underlined dates [5] on the calendar indicate pre-awarded activities such as vacation, LOA, training, etc.

Section 5 – Creating and Editing Bids

Prefer Off Dates lets you enter several separate dates or days in their order of importance to you.

For example, using the calendar, you select these dates in the following order [1]:

Oct 25, 24, 23, 22, 21.

PBS will remember and save the order that that they are selected on that Prefer Off bid line.

Once you select Add [2] then the following bid line [3] will be added to your bid sheet:

The order in which you selected the dates (or days) is displayed in the bid line.



Remember: If required through Denial Mode, PBS denies the last day selected and so on.

Section 5 – Creating and Editing Bids



When to use a single Prefer Off bid line vs multiple Prefer Off bid lines when requesting several days off:

PBS considers multiple dates in a Prefer Off bid line in order from first selected to last or “Left to Right” as they appear on the bid line.

Using the bid line:

1. Start Pairings
2. Prefer Off Jan 01, 2014, Jan 02, 2014, Jan 03, 2014, Jan 04, 2014

Is equivalent to using:

1. Start Pairings
2. Prefer Off Jan 01, 2014
3. Prefer Off Jan 02, 2014
4. Prefer Off Jan 03, 2014
5. Prefer Off Jan 04, 2014

The main difference between these two strategies is that if you wish to use a Forget instruction (covered later in this guide) to give more flexibility to PBS by “forgetting” a negative bid line then with the first example you would need to forget the entire bid line while in the second example you could forget a single date.

“Cascading” days off (as shown below) adds no benefit to ensuring a better chance of holding days off. Simply listing the days off desired, in order of importance to you, on a single bid line or each date on a separate bid line (as shown above) will result in the same days off being honoured.

1. Start Pairings
2. Prefer Off Jan 01, 2014, Jan 02, 2014, Jan 03, 2014, Jan 04, 2014
3. Prefer Off Jan 01, 2014, Jan 02, 2014, Jan 03, 2014
4. Prefer Off Jan 01, 2014, Jan 02, 2014
5. Prefer Off Jan 01, 2014

Section 5 – Creating and Editing Bids

For example, using the calendar, you select these days in the following order:

Friday [1] then Saturday [2] and finally Sunday [3]

PBS will remember and save the order that that they are selected on that Prefer Off bid line.

Once you select Add [4] then the following bid line [5] will be added to your bid sheet:

The priority order of the days seen by PBS is:

Friday 4, 11, 18, 25, Saturday 5, 12, 19, Sunday 6, 13, 20.

These individual days are denied in reverse order. So just the last Sunday is denied first, then the 2nd last Sunday, etc.

NOTE that in this example Saturday October 26 and Sunday October 27 are already off (vacation, LOA, etc.) otherwise they too would be added to the list.



You may select dates or days of the week, but not both options at the same time. If you click on a date, and then click on a day of the week, the day of the week is selected and your date selections disappear.

Section 5 – Creating and Editing Bids

The “Apply Time Range” box [1] allows you to indicate the time range that you want to have off for EACH date selected [2].

To use the Apply Time Range option, select the Apply Time Range to Each Date check box [1]. Enter in the time (HH : MM) that the time range will start [3] and end [4] for each selected date.



You may use the up and down arrows [5] for adjusting the hours or minutes. Alternatively, using your mouse, you can click on the time(s) and enter them with your keyboard.

Once you select Add [6] then the following bid line [7] will be added to your bid sheet:



You may be awarded pairings on selected date(s) if the pairing’s duty periods are outside the time window you select.

Section 5 – Creating and Editing Bids

Range of Dates:

Range of Dates lets you set a range of dates or days of the week and identify which end of the range is most important to you (beginning or end).

For example, using the calendar, you select the start date [1] and the end date [2] of the range. The range will appear in blue. In this example we are selecting October 25 as the start and October 21 at the end.



PBS will always assume that the range is in the same priority as dates appear in the calendar regardless of which date is selected first. To instruct PBS to reverse the priority of the range (last date is a higher priority than the first date) then you must select the Reverse Range Priority box [3].

In our example we want the range priority to be October 25 as the start of the range (highest priority) and October 21 as the end of the range (lowest priority). Therefore we will select the Reverse Range Priority box.

Once you select Add [4] then the following bid line [5] will be added to your bid sheet:

The priority order of the days seen by PBS is October 25, 24, 23, 22, 21.

Section 5 – Creating and Editing Bids

Weekends

Prefer Off Weekends is different than requesting Prefer Off Saturday and Sunday or requesting the dates in the block month that fall on Saturday and Sunday. Weekends, to PBS, means the pairing of the Saturday and the Sunday together for each occurrence in the block month and without a working pre-award.

The screenshot shows the 'Prefer Off' configuration window. It features a tabbed interface with 'Prefer Off' selected. The 'Weekends' radio button is chosen. A 'Minimum' checkbox [1] is present next to a numeric input field [2]. An 'Add' button [3] is located in the bottom right corner.

Once you select Add [3] then the following bid line [4] will be added to your bid sheet:

The screenshot shows a bid sheet with a list of bid lines. The second line, '2. Prefer Off Weekends', is highlighted in blue and labeled with a '4' in a black box. To the right of the list are buttons for 'Add', 'Edit', 'Delete', 'Delete All', 'Cut', 'Copy', 'Paste', 'Up', and 'Down'.

Prefer Off Weekends instructs PBS to build your block with the specified number of weekends off in the current bid period. When Denial Mode reaches your Prefer Off Weekends request and cannot honour the number of specified weekends off, then PBS will reduce that number by one (1). Your bid will then be re-read with the reduced number of weekends off. Again if the reduced number of specified weekends off cannot be honoured PBS will reduce it by one (1) and so on.

To request the maximum possible number of weekends off, leave the Minimum box [1] blank.

To set a minimum number of weekends off, request the minimum number of weekends off [2] and ensure that the Minimum check box [1] is checked.

Section 5 – Creating and Editing Bids

It is important to understand what PBS considers a weekend. The following examples highlight the difference:

- **CONSIDERED** a Weekend by PBS:

- Weekends with a non-working pre-award (vacation, LOA, etc.) on either or both Saturday and/or Sunday are considered as a weekend by PBS.

Considered a weekend by PBS			
Fri	Sat	Sun	Mon
Vac	Vac	Vac	Vac
Vac = Vacation			

Considered a weekend by PBS			
Fri	Sat	Sun	Mon
		Vac	Vac
Vac = Vacation			

- Weekends with just one (1) day inside the current bid period regardless of the activity on the previous bid period are considered as a weekend by PBS.

Considered a weekend by PBS			
Fri	Sat	Sun	Mon
Prg	Prg		
<u>Previous</u> bid period		<u>Current</u> bid period	
Prg = Pairing			

Considered a weekend by PBS			
Fri	Sat	Sun	Mon
Off	Off		
<u>Previous</u> bid period		<u>Current</u> bid period	

- **NOT CONSIDERED** a Weekend by PBS:

- Weekends with a working pre-award (Pairings, Training, etc.) are not considered as a weekend by PBS.

Not considered a weekend by PBS			
Fri	Sat	Sun	Mon
Trng	Trng		
Trng = Training			

Not considered a weekend by PBS			
Fri	Sat	Sun	Mon
		Trng	Trng
Trng = Training			

- Weekends completely outside the bid period (in either the Previous bid period or Next bid period) are not considered as a weekend by PBS.

Not considered a weekend by PBS			
Sat	Sun	Mon	Tues
Off	Off		
<u>Previous</u> bid period		<u>Current</u> bid period	

Not considered a weekend by PBS			
Thu	Fri	Sat	Sun
<u>Current</u> bid period		<u>Next</u> bid period	

- In the case where the weekend falls just after the current bid period PBS does not count that as a weekend. PBS may award pairings that leave within the current bid period and go into the weekend of the next bid period.



Prefer Off Weekends may not be forgotten by a Forget instruction bid line. More information on Instruction bid lines is found later in this guide.

Section 5 – Creating and Editing Bids

All or Nothing:

The option All or Nothing instructs PBS to either award all of what was requested or nothing of what was requested. Checking this box indicates that if Denial Mode is triggered and PBS must deny this (or part of this) bid line then remove the bid line. This may be useful should you wish to have, for example, a 4-day stretch on specific dates but if that was not possible then you prefer not to have any of those dates off.

In this example we have selected October 25, 24, 23, 22, 21 (in that order) and have indicated to PBS, by selecting the All or Nothing box, that if PBS cannot award all of these dates then do not award any.

Once you select Add [2] then the following bid line [3] will be added to your bid sheet:



Just because All or Nothing has been selected does not mean that some of the dates requested (when more than one date/day was requested) may still be awarded as days off later on through the awarding process.

Section 5 – Creating and Editing Bids

Else Start Next Bid Group:

The option Else Start Next Bid Group (ESNBG) instructs PBS to either award all of what was requested or remove everything awarded in my block so far (pairings) and proceed to my next bid group. Checking this box indicates that if Denial Mode is triggered and PBS must deny this (or part of this) bid line then go to your next bid group. This may be useful should you wish to have, for example, December 25 off but if that was not possible then you prefer not to use a completely different bidding strategy.

Once you select Add [2] then the following bid line [3] will be added to your bid sheet:



Remember that if you use the Else Start Next Bid Group option then you should have another bid group in which you have entered bid lines for PBS to jump to.



If your preference is for PBS to go to your Start Reserve bid should it not be possible to award you that bid line then your next bid group must be a Start Reserve Bid bid group. You should also have a Start Reserve bid group with reserve bid lines.

Section 5 – Creating and Editing Bids

Award and Avoid Bid Line Options

The following are the options available to you for creating *Award Pairings* and/or *Avoid Pairings* bid lines. You may include up to ten options in each *Award Pairings* or *Avoid Pairings* bid line.

Award Pairings bid lines are the only bid lines where a pairing (or pairings) may be awarded to you (added to your block) from the pool of available pairings. *Award Pairings* bid lines may be specific or general and are made up of the options available to you.

Avoid Pairings bid lines do not add any pairings to your block; rather they remove unwanted pairings from the pool of available pairings. Once removed from the pool they are not available for subsequent *Award Pairings* bid lines.

Award Pairings Options	Avoid Pairings Options
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Start Bid Group Prefer Off Award Pairings Avoid Pairings </div> <div style="margin-bottom: 5px;">Award Pairings</div> <ul style="list-style-type: none"> <input type="checkbox"/> All Aircraft Type <input type="checkbox"/> Any Aircraft Type <input type="checkbox"/> Allowance Amount <input type="checkbox"/> Average Daily Credit <input type="checkbox"/> Charters <input type="checkbox"/> Deadhead Legs <input type="checkbox"/> Depart On Date Range <input type="checkbox"/> Depart On Dates <input type="checkbox"/> Depart On Day Of Week <input type="checkbox"/> Duty Duration <input type="checkbox"/> Duty Legs <input type="checkbox"/> Employee Number <input type="checkbox"/> Enroute Check-In Time <input type="checkbox"/> Enroute Check-Out Time <input type="checkbox"/> Landings In <input type="checkbox"/> Layover <input type="checkbox"/> Position <input type="checkbox"/> Sit Length <input type="checkbox"/> TAFB <input type="checkbox"/> Time Off <input type="checkbox"/> Pairing Check-In Time <input type="checkbox"/> Pairing Check-Out Time <input type="checkbox"/> Pairing Total Credit <input type="checkbox"/> Pairing Length <input type="checkbox"/> Pairing Number <ul style="list-style-type: none"> <input type="checkbox"/> Limit </div>	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Start Bid Group Prefer Off Award Pairings Avoid Pairings </div> <div style="margin-bottom: 5px;">Avoid Pairings</div> <ul style="list-style-type: none"> <input type="checkbox"/> All Aircraft Type <input type="checkbox"/> Any Aircraft Type <input type="checkbox"/> Allowance Amount <input type="checkbox"/> Average Daily Credit <input type="checkbox"/> Charters <input type="checkbox"/> Deadhead Legs <input type="checkbox"/> Depart On Date Range <input type="checkbox"/> Depart On Dates <input type="checkbox"/> Depart On Day Of Week <input type="checkbox"/> Duty Duration <input type="checkbox"/> Duty Legs <input type="checkbox"/> Employee Number <input type="checkbox"/> Enroute Check-In Time <input type="checkbox"/> Enroute Check-Out Time <input type="checkbox"/> Landings In <input type="checkbox"/> Layover <input type="checkbox"/> Position <input type="checkbox"/> Sit Length <input type="checkbox"/> TAFB <input type="checkbox"/> Pairing Check-In Time <input type="checkbox"/> Pairing Check-Out Time <input type="checkbox"/> Pairing Total Credit <input type="checkbox"/> Pairing Length <input type="checkbox"/> Pairing Number <ul style="list-style-type: none"> <input type="checkbox"/> Else Start Next Bid Group </div>
<p><i>Time Off</i> [1] and <i>Limit</i> [2] options are ONLY available in Award Pairings</p>	<p><i>Else Start Next Bid Group</i> [3] option is ONLY available in Avoid Pairings</p>

Section 5 – Creating and Editing Bids

There is an Add button [1] on each page where bid groups and bid lines are created which, when selected, will add the bid group or bid line you have created to your bid sheet. Remember that you may add several options to a bid line. Simply click on the button next to the desired option to access additional criteria.

Award Pairings

- All Aircraft Type
- Any Aircraft Type
- Allowance Amount
- Average Daily Credit
- Charters
- Deadhead Legs
- Depart On Date Range
- Depart On Dates
- Depart On Day Of Week
- Duty Duration
- Duty Legs
- Employee Number
- Enroute Check-In Time
- Enroute Check-Out Time
- Landings In
- Layover
- Position
- Sit Length
- TAFB
- Time Off
- Pairing Check-In Time
- Pairing Check-Out Time
- Pairing Total Credit
- Pairing Length
- Pairing Number
- Limit

Add 1

Add 1

Some bid line options require you to select item(s) from a list. Selected items are highlighted in blue [2]. Additional items, if possible to select, may be selected by pressing and holding the Ctrl key on your keyboard while you select the multiple items.

2

- 319
- 320
- 321
- 330
- 340
- 767
- 777
- E90
- EMJ

Section 5 – Creating and Editing Bids

Some bid line options require you to select item(s) from a drop down list. Additional items, if possible to select, may be selected by pressing and holding the Ctrl key on your keyboard while you select the multiple items.

To access the drop down list items (if required) click on the down arrow [1]. In addition, other information may also need to be entered to complete the bid line.

For example:

1



The screenshot shows a bid line configuration interface. On the left, a dropdown menu is open, displaying the following options: "Greater Than >", "Greater Than >", "Less Than <", "Equal To =", and "Range". The first "Greater Than >" option is highlighted. An arrow labeled "1" points to the dropdown arrow. To the right of the dropdown menu, there are four input fields, each with a dropdown menu and a numeric spinner. The first field is labeled "Greater Than >", the second "Less Than <", the third "Equal To =", and the fourth "Range" followed by "Between" and two numeric spinners.

The list of options for both *Award Pairings* and *Avoid Pairings* are very similar. In this section of the guide examples of Award Pairings and/or Avoid Pairings bid lines may be used.



Please note that the examples included with each type of bid option are generic and used only to highlight the specific option(s). Bid lines may contain from one to ten bid options and are combined to instruct PBS to award or avoid specific pairings and/or type of pairings.

Section 5 – Creating and Editing Bids

All Aircraft Type:

- Bid for or avoid pairings operated on a specific aircraft type only.
- You may only select one aircraft type from the list.
- Selected aircraft type is highlighted in blue [2].
- All operating legs in the pairing must be on the specific aircraft type chosen (Deadhead legs are not considered).
- All Aircraft Type is often combined with other options.

1 All Aircraft Type

If or If Not

319
320
321
330
340
767
2 777
E90
EMJ



“If” [1] is selected by default.



319	Airbus A319	777	Boeing B777-200/B777-300
320	Airbus A320	330	Airbus A330
321	Airbus A321	340	Airbus A340 (no longer used)
767	Boeing B767-300	E90	Embraer 190
		EMJ	Embraer 175



“If Not” may be confusing. Be sure to fully understand the functioning of “If Not” if you choose to use this criterion.

Award Pairings bid example:

Award Pairings If All Aircraft Type 319

- Awards pairings only if all aircraft used for each flight within the pairing are on the A319.

Award Pairings If Not All Aircraft Type 320

- Awards pairings only if all aircraft used for each flight within the pairing are not all on the A320.
- You may only use If Not with Award pairings bid lines.

Section 5 – Creating and Editing Bids

Any Aircraft Type:

- Bid for or avoid pairings where at least one leg of the pairing is operated on a specific aircraft type or types.
- You may select multiple aircraft types from the list by holding down the CTRL key and clicking on each aircraft type.
- Any Aircraft Type is often combined with other options.

Any Aircraft Type
If or If Not
319
320
321
330
340
767
777
E90
EMJ

Award Pairings bid example:

Award Pairings If Not Any Aircraft Type 767.

- Awards pairings that do not include any flights on B767-300 aircraft.
- You may only use If Not with Award pairings bid lines.

Avoid Pairings bid example:

Avoid Pairings If Any Aircraft Type 767

- Filters out (removes) all pairings from the pairing pool that include at least one flight on B767-300 aircraft.

Allowance Amount:

- Bid for or avoid pairings with an allowance amount that is greater than or less than a specific amount, or within or outside a range.
- Dollar amounts only may be specified (no cents).
- Allowance Amount is often combined with other options.

Allowance Amount
Greater Than > \$ 0
 Less Than < edit
 Range

Award Pairings bid example

Award Pairings If Allowance Amount > \$120

- Awards all pairings with an allowance amount greater than \$120.

Avoid Pairings bid example

Avoid Pairings If Allowance Amount < \$20

- Filters out (removes) all pairings from the pairing pool with an allowance amount less than \$20.



When selecting a Range two values must be entered (Between “X” and “Y”).
The range includes the two values.

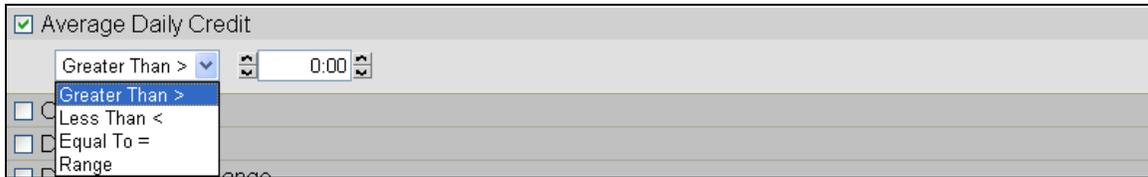


Allowance Amount
Range Between \$ [] and \$ []

Section 5 – Creating and Editing Bids

Average Daily Credit:

- Bid for or avoid pairings with an average daily credit that is greater than, less than or equal to a specific amount, or within or outside a range.
- The average daily credit is calculated by dividing the total credit value of the pairing by the number of calendar days within the pairing.
- Average Daily Credit is often combined with other options.



A screenshot of a software interface for setting Average Daily Credit. At the top, there is a checked checkbox labeled "Average Daily Credit". Below it, a dropdown menu is open, showing options: "Greater Than >", "Greater Than >", "Less Than <", "Equal To =", and "Range". To the right of the dropdown, there is a numeric input field containing "0:00".

Award Pairings bid example:

Award Pairings If Average Daily Credit > 005:00

- Awards pairings with an average daily credit that is greater than 5:00.



Be careful! Any duty period or flight that touches a Calendar day is counted as a complete calendar day by PBS.



The use of Equal To = must be used with caution. PBS will only consider pairings that match the criterion EXACTLY vs Greater Than or Less Than.

Charters

- Bid for or avoid pairings that contain charters (AC7000+ flight numbers).



A screenshot of a software interface for setting Charters. It shows a checked checkbox labeled "Charters". Below it, there is a radio button selection with "If" selected and "or If Not" unselected.



You must select Charters as a bid line option if you want to receive charter pairings. If you don't, all charter pairings are removed from your pairing pool and are not awarded, even if a charter pairing matches all of your other bid lines (including pairing number).



Although available as an option, there are no specific "Charter" pairings used by Air Canada at the time this document was produced.

Award Pairings bid examples:

Award Pairings If Charters

- Awards pairings if at least one flight is a charter.

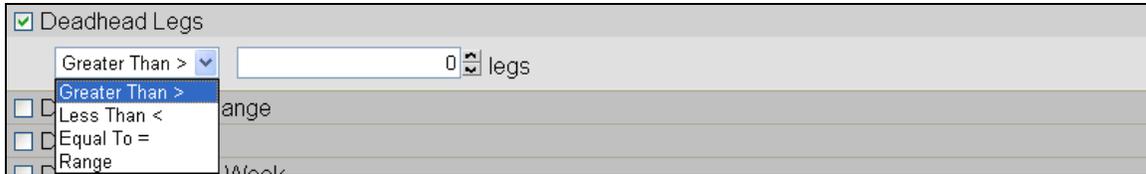
Award Pairings If Not Charters

- Awards pairings that do not contain charters.
- You may only use If Not with Award Pairings bid lines.

Section 5 – Creating and Editing Bids

Deadhead Legs:

- Bid for or avoid pairings with a number of deadhead legs that is greater than, less than or equal to a specific amount, or within or outside a range.
- Deadhead Legs is often combined with other options.
- For blocking purposes, deadhead legs are not considered duty legs.



Award Pairings bid examples:

Award Pairings If Deadhead Legs = 0 legs

- Awards pairings with no deadhead legs.

Award Pairings If Deadhead Legs > 1 legs

- Awards pairings with two or more deadhead legs.

Award Pairings If Deadhead Legs Between 1 legs And 2 legs

- Awards pairings with one or two deadhead legs.

Avoid Pairings bid example:

Avoid Pairings If Deadhead Legs > 1 legs

- Filters (removes) all pairings from the pairing pool with more than one deadhead leg.



Do not use *D/H legs < 0*. PBS will not find any pairings to match this bid (when a pairing has zero D/H legs, it is not “LESS THAN ZERO”) rendering the entire bid line useless.

Section 5 – Creating and Editing Bids

Depart On Date Range:

- Bid for or avoid pairings with a departure date that starts within or outside a specified date range.
- Depart On Date Range is often combined with other options.



Depart On Date Range
If or If Not
Between January 1 2014 and January 10 2014

Use the drop down list for each of the start and end months, dates and year.

Avoid Pairings bid example:

Avoid Pairings If Departing On Between March 5, 2013 And March 10, 2013

- Filters (removes) all pairings from the pairing pool with a departure date of March 5, 6, 7, 8, 9 and 10, 2013. Any subsequent Award Pairings bid lines will not award any pairings that operate on March 5, 6, 7, 8, 9 and 10, 2013.

Award Pairings bid examples:

Award Pairings If Departing On Between March 2, 2013 And March 18, 2013

- Awards pairings with a departure date inside March 2, 2013 and March 18, 2013.

Award Pairings If Not Departing On Between March 14, 2013 And March 22, 2013

- Awards pairings with a departure date that is not between March 14, 2013 and March 22, 2013.
- You can only use If Not with Award Pairings bid lines.

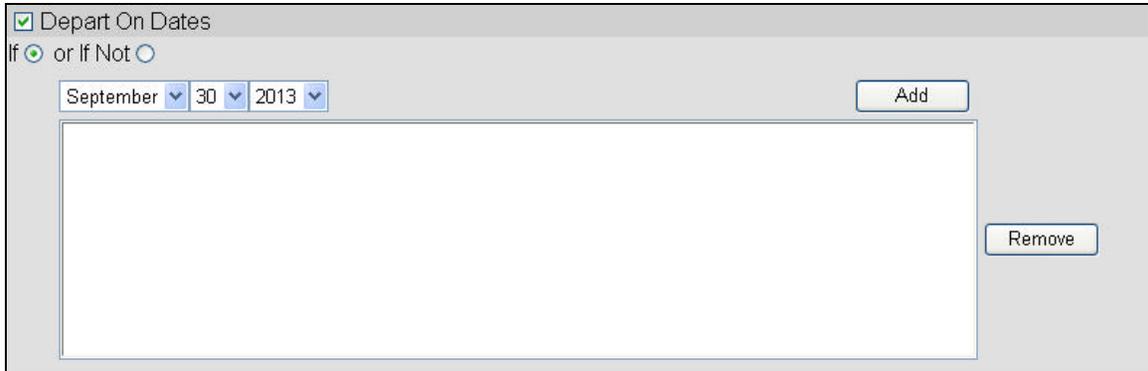


Unless specified within the bid line or elsewhere above the bid line, Depart on Date Range allows for multi-day pairings to be awarded that depart on a date in the range. The pairing(s) awarded is not required to fit within the date range (i.e. return to base).

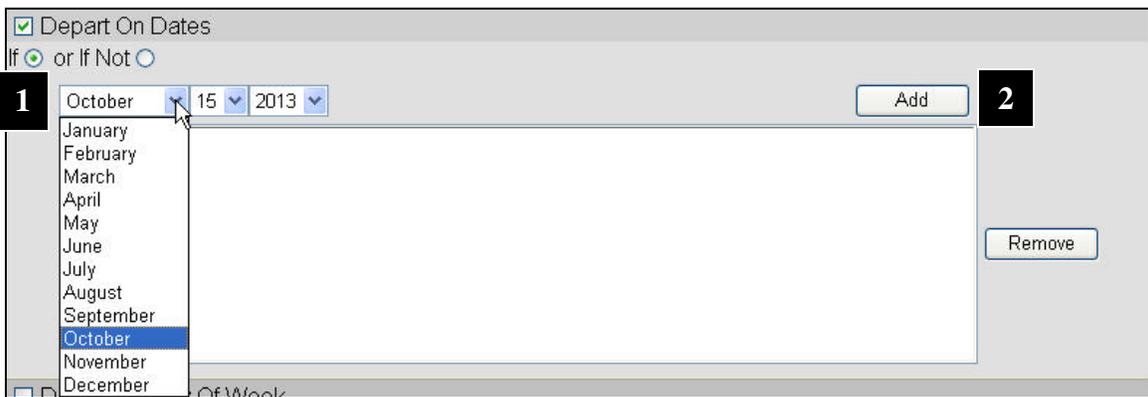
Section 5 – Creating and Editing Bids

Depart On Dates:

- Bid for or avoid pairings that start on a specific date.
- Depart On Dates is often combined with other options.
- Several dates may be added to the same bid line however PBS does not remember the order that they were added.



The screenshot shows the 'Depart On Dates' section of a software interface. It features a checked checkbox labeled 'Depart On Dates' and a radio button selection for 'If' (selected) or 'If Not'. Below this is a date selection box with three dropdown menus: 'September', '30', and '2013'. To the right of the date box is an 'Add' button. Below the date box is a large empty rectangular box intended for a list of dates. To the right of this box is a 'Remove' button.



This screenshot shows the 'Depart On Dates' interface with the date selection dropdown menu open. The menu lists months from January to December, with 'October' highlighted. A black box labeled '1' is positioned over the 'October' dropdown. The 'Add' button is highlighted with a black box labeled '2'. The date selection box now shows 'October', '15', and '2013'.

To add a date to the Depart On Dates Bid line:

1. Select the date using the drop down menus [1].
2. Select the Add button [2] to add the date to the Depart On Dates box.
3. Select the Add button at the top right or bottom right of the screen to add the bid line to your bid.



This screenshot shows the 'Depart On Dates' interface with the date 'October 15 2013' selected in the list box. A black box labeled '3' is positioned over the selected date. The 'Remove' button is highlighted with a black box labeled '4'. The date selection box above still shows 'October', '15', and '2013'.

To remove a date to the Depart On Dates Bid line:

1. Select the date in the Depart On Dates box [3].
2. Select the Remove button [4] to remove the highlighted date.

PBS will not allow you to add a Depart On Date outside of the current bid period in your Current bid. You may add a Depart On Date outside the current bid period in your Default bid.

Section 5 – Creating and Editing Bids

Avoid Pairings bid example:

Avoid Pairings If Departing On March 14, 2013

- Filters (removes) all pairings from the pairing pool that depart on March 14, 2013.

Award pairings bid examples:

Award Pairings If Departing On March 26, 2013

- Awards pairings that depart on March 26, 2013.

Award Pairings If Not Departing On March 17, 2013

- Awards pairings that do not depart on March 17, 2013
- You may only use If Not with Award Pairings bid lines.

If you bid for pairings and list several days/dates on one bid line then they are all considered equal. If you wish to specify specific dates as more important than others then you should bid for the pairings a single day/date individually in priority order on separate bid lines.

E.g.: Award Pairings if Departing on April 11, 2013, April 13, 2013, April 15, 2013, April 17, 2013 if Pairing Number T5012

The order of the dates is NOT seen by PBS so it may award T5012 (3-day pairing) on any of the days in any order. Note that awarding T5012 on April 13 first will not, for example, allow PBS to award it on April 11 or April 15, etc. as these conflict with the pairing already awarded. Also, unless Limit is used, PBS may award you more than one of the pairings indicated.



Unless specified within the bid line or elsewhere above the bid line, Depart on Date allows for multi-day pairings to be awarded that depart on a date in the range. The pairing(s) awarded is not required to be entirely within the date range (i.e. return to base).

Depart On Day of Week:

- Bid for or avoid pairings that start on a specific day of the week.
- You may only use If Not with Award Pairings bid lines.
- Depart On Day of Week is often combined with other options.

Depart On Day Of Week
If or If Not
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Avoid Pairings bid example:

Avoid Pairings If Depart On Monday

- Filters (removes) all pairings from the pairing pool that depart on Mondays.

Award Pairings bid example:

Award Pairings If Depart On Monday

- Only awards pairings that depart on Mondays.

You may select multiple days of the week using the Ctrl and Shift keys.

Section 5 – Creating and Editing Bids

Duty Duration:

- Bid for or avoid pairings with a duty duration (duty day) that is greater than, less than or equal to a specific amount, or within or outside a range.
- The duty duration is the time from check-in time to check-out time on a single duty period.
- Duty Duration is often combined with other options.



Award Pairings bid example:

Award Pairings If Duty Duration < 006:00

- Awards pairings if the duty duration (length in every duty period) is less than six hours.

Avoid Pairings bid example:

Avoid Pairings If Duty Duration > 010:00

- Filters (removes) all pairings from the pairing pool with a duty duration on any duty period greater than ten hours.

Duty Legs:

- Bid for or avoid pairings with a number of duty legs in a duty period (duty day) that are greater than, less than or equal to a specific amount, or within or outside a range.
- Avoid pairings where any duty day contains a number of duty legs greater than, equal to, or less than a specific number, or within or outside a range.
- For awarding purposes, deadhead legs are not considered duty legs.
- Duty Legs is often combined with other options.
- A Duty Period is from check in to check out and may overlap into more than one calendar day (e.g.: all-nighters)



Award Pairings bid example:

Award Pairings If Duty Legs = 2 legs

- Awards pairings if the number of duty legs in every duty period is equal to 2 (two).

Avoid Pairings bid example:

Avoid Pairings If Duty Legs > 4 legs

- Filters (removes) all pairings from the pairing pool with more than four duty legs in any single duty period.

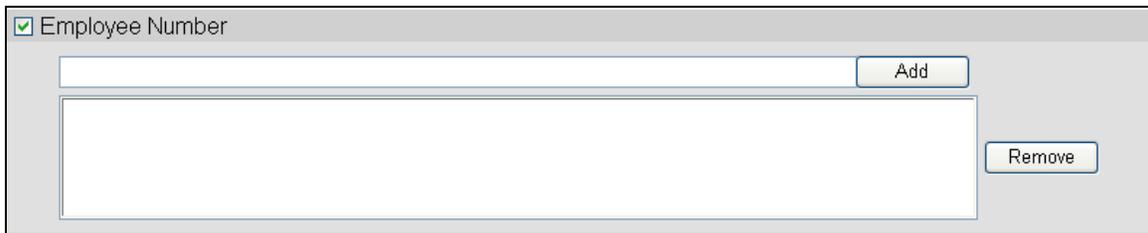


The DUTY LEGS parameter only applies to legs that you OPERATE within a duty period and does not include deadhead legs. A bid line which includes “DUTY LEGS = 2” may result in a 3 or more leg duty period if one or more DH legs are included. You may also set or restrict the number of deadhead legs using the DEADHEAD parameter in either an AWARD or AVOID bid line.

Section 5 – Creating and Editing Bids

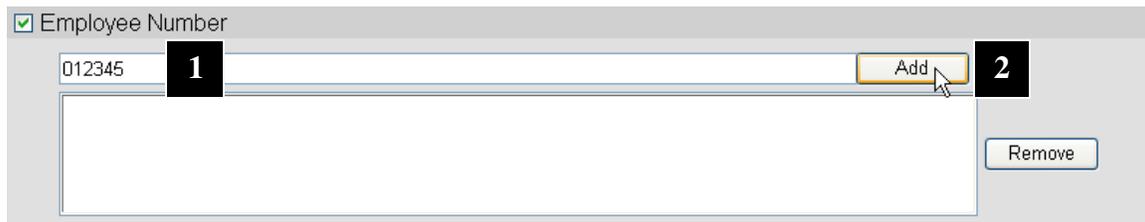
Employee Number:

- Bid for or avoid flying with a specific crewmember or crew members.
- Junior employees can avoid senior employees.
- Senior employees cannot avoid flying with a more junior employee.
- FAs can use this bid option to fly with or avoid flying with an SD or a more senior FA.
- SDs may not use this feature to fly with or avoid FAs regardless of their seniority.
- On pairings with two SDs, junior SDs may bid to fly with or avoid flying with a senior SDs.
- You may add up to 5 employee numbers in any Employee Number bid line.
- With this bid line, PBS will assign any pairing that has at least one flight in common with a pairing already awarded to the senior bidder.
- Also called “Fly With”.



To add an employee number to the bid line

1. Click inside of the text box [1] and enter the 6 digit employee number of the other person.
2. Select Add [2] to add the employee number to the bid line.



To remove an employee number from the text box:

1. Select the employee number [3]
2. Click on Remove [4] to remove the employee number from the bid line.



Award Pairings bid example:

Award Pairings If Employee 012345

- Awards any pairings with at least one flight in common that have already been awarded to the senior crewmember with employee number 012345.

Avoid Pairings bid example:

Avoid Pairings If Employee 012345

- Filters (removes) all pairings with at least one flight in common from the pairing pool (and/or flights) that have already been awarded to the senior crewmember with employee number 012345.

Section 5 – Creating and Editing Bids



Senior crewmembers cannot avoid flying with a more junior crewmember in the same classification. SDs cannot avoid flying with FAs, regardless of seniority. PBS can avoid an employee where the indicated employee number has an identical pairing number or identical flight leg.



If your preference is to fly complete pairings with the identified employee then you should consider including additional parameters in your Award Pairings If Employee bid line.

As a reminder, for PBS to satisfy the Award Pairings If Employee 000000... parameter in a bid line it need only find a pairing that has at least one flight in common with the identified employee.

e.g.: M9123 P, 2 F/A Operate Sep 12 M9287 1 F/A Operate Sep 12

481	YUL	0600	YYZ	0720	1	481	YUL	0600	YYZ	0720
119	YYZ	1010	YYC	1220		698	YYZ	0845	YYT	1313
			L/O	YYC					L/O	YYT
160	YYC	0715	YUL	1315		185	YYT	0630	YHZ	0737
						607	YHZ	0855	YYZ	1015
						410	YYZ	1200	YUL	1310

Using the above pairings as an example:

Award Pairings If Employee 012345 (no other parameters used):

It is possible, if the senior FA (employee number 012345) was awarded pairing M9123, that you may be awarded pairing M9287 if it is available in the pairing pool as both pairings have at least one flight in common [1].

Award Pairings If Employee 012345 If Pairing Number M9123:

If the senior FA (employee number 012345) was awarded pairing M9123 then you could only be awarded pairing M9123 if it is available in the pairing pool since it is specifically identified in the bid line.

Award Pairings If Employee 012345, 011223, 022334 If Pairing Number M9123:

To satisfy the Award Pairings If Employee request PBS may award you M9123 if any of the employees identified in the bid line were awarded that pairing and if M9123 is available in the pairing pool.

Section 5 – Creating and Editing Bids

Enroute Check-In Time:

- Bid for or avoid pairings with an Enroute Check-In Time that is after, before or equal to a specific number of hours, or within or outside a range.
- The enroute check-in time is the check-in time for your duty day after a layover on a multi-day pairing.
- Enroute Check-In Time is often combined with other options.

Enroute Check-In Time

After > 0:00

Before < Enroute Check-Out Time

Exactly =

Range



Time ranges go from 00:00 to 23:59.

Award Pairings bid example:

Award Pairings If Enroute Check-In Time Between 07:30 And 10:30

- Awards pairings if all Enroute check-in times are between 7:30am and 10:30am.

Avoid Pairings bid example:

Avoid Pairings If Enroute Check-In Time < 07:30

- Filters (removes) all pairings from the pairing pool where the Enroute Check-in Time of any single duty period is earlier than 7:30am.



Time ranges go from 00:00 to 23:59. Should you want to create a time range that goes from a late time to an early time, you need to create two separate bid lines, the first from the “late time” to 23:59, and the other from 00:00 to the “early time”.

For example, a time range from 20:00 to 04:30 needs two separate bid lines, the first from 20:00 to 23:59, and the second from 00:00 to 04:30:

Avoid Pairings If Enroute Check-In Time Between 20:00 And 23:59

Avoid Pairings If Enroute Check-In Time Between 00:00 And 04:30

Section 5 – Creating and Editing Bids

Enroute Check-Out Time:

- Bid for or avoid pairings with an Enroute Check-Out Time that is after, before or equal to a specific number of hours, or within or outside a range.
- The Enroute Check-Out Time is the check-out time at layover station(s) after your duty day on a multi-day pairing and going to your hotel.
- Enroute Check-Out Time is often combined with other options.



Time ranges go from 00:00 to 23:59.

Award Pairings bid example:

Award Pairings If Enroute Check-Out Time Between 20:00 And 23:59

- Only awards pairings if all the enroute check-out times are between 8:00pm and 11:59pm.

Avoid Pairings bid example:

Avoid Pairings If Enroute Check-Out Time > 20:00

- Filters (removes) all pairings from the pairing pool with any enroute check-out time after 8:00pm.



Time ranges go from 00:00 to 23:59. Should you want to create a time range that goes from a late time to an early time, you need to create two separate bid lines, the first from the “late time” to 23:59, and the other from 00:00 to the “early time”.

For example, a time range from 20:00 to 04:30 needs two separate bid lines, the first from 20:00 to 23:59, and the second from 00:00 to 04:30:

Avoid Pairings If Enroute Check-Out Time Between 20:00 And 23:59

Avoid Pairings If Enroute Check-Out Time Between 00:00 And 04:30

Section 5 – Creating and Editing Bids

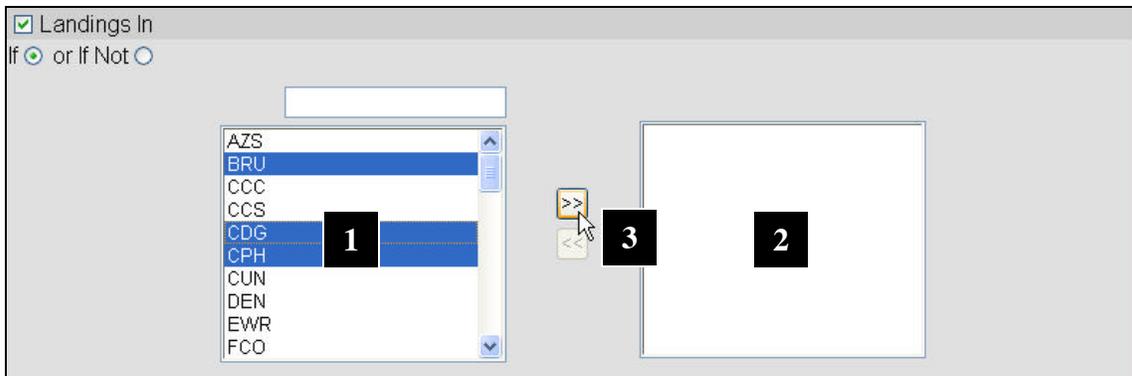
Landings In:

- Bid for or avoid landings in a specific station or stations.
- Stations listed are the ones currently available at your base.
- Landings for deadhead legs are not considered as part of this option.
- You may only use If Not with Award Pairings bid lines.
- When used in an Award Pairings bid line, Landings In is not a guarantee that you will have a layover in the station specified.
- Landings In is often combined with other options.



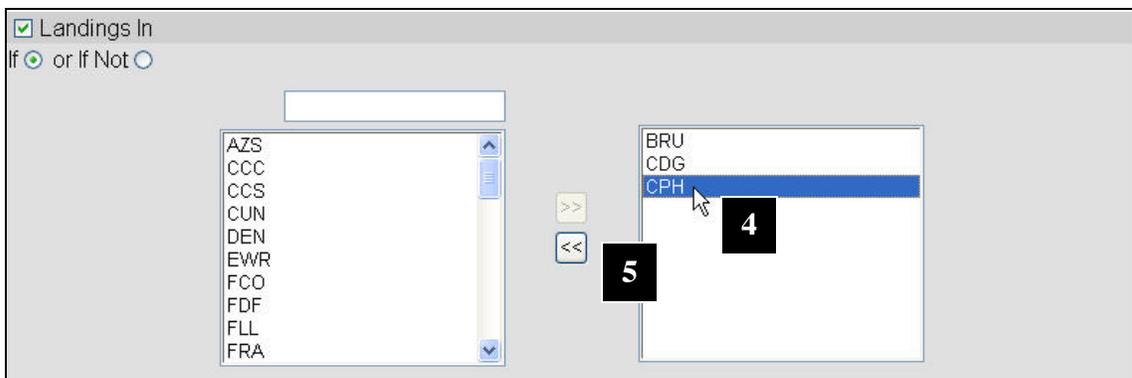
To add a station to the bid line

1. Select the station(s) from the left box [1] that you want to add to the right box [2]. Use Ctrl or Shift to add multiple stations at one time.
2. Click on the >> [3] to move the station(s) to right box. When Add is clicked (to add the bid line to your bid) only the stations in the right box will be added to the bid line.



To remove a station from the bid line

1. Select the station(s) [4] that you want to add remove from the right box.
2. Click on the << [5] to remove the station(s).



Section 5 – Creating and Editing Bids

Award Pairings bid examples:

Award Pairings If Landings In BOS, JFK

- Awards pairings that land in either BOS or JFK on an operating leg.

Award Pairings If Not Landings In BOS, JFK

- Awards Pairings that do not land in either BOS or JFK on an operating leg.
- You can use If Not with Award pairings bid lines only.

Avoid Pairings bid example:

Avoid Pairings If Landings In BOS, JFK

- Filters (removes) all pairings from the pairing pool if any operating legs land in either BOS or JFK.



You cannot avoid landings in your home base.



Landing In stations may change from one bid period to the next depending on what is available at your base for that month.

Layover:

- Bid for or avoid pairings with at least one layover.
- Criteria within the Layover option may also be combined.
- Layover is often combined with other options.
- You may only use If Not with Award Pairings bid lines.
- Pairings with at least one layover matching the corresponding criteria are considered.

Layover
If or If Not
 Stations
 Of Duration
 On
 Starting At

Stations:

- The station(s) where the layover will occur.

Of Duration:

- The number of hours of the layover.

On:

- The Day of the week, Date list or the Date Range of the layover.

Starting At:

- The time at which a layover starts.

Section 5 – Creating and Editing Bids

Layover:

Stations:

- Bid for or avoid pairings with at least one layover in the station(s) indicated.

The screenshot shows a configuration window for layover stations. At the top, there is a checked checkbox for "Layover" and a radio button selection for "If" (selected) or "If Not". Below this is a checked checkbox for "Stations". A list of airport codes is displayed in a scrollable box: BRU, CCS, CDG, CPH, CUN, EWR, FCO, FRA, HAV, and LAS. To the right of the list are two arrow buttons: ">>" and "<<". Below the list is an empty rectangular box. At the bottom of the window, there are three unchecked checkboxes: "Of Duration", "On", and "Starting At".

See *Landings In* for instructions on how to add and/or remove a station.

Layover Of Duration:

- Bid for or avoid pairings with at least one layover with a duration indicated.

The screenshot shows a configuration window for layover duration. At the top, there is a checked checkbox for "Layover" and a radio button selection for "If" (selected) or "If Not". Below this is an unchecked checkbox for "Stations" and a checked checkbox for "Of Duration". A dropdown menu is open, showing options: "Greater Than >" (selected), "Greater Than >", "Less Than <", "Equal To =", and "Range". To the right of the dropdown is a time input field showing "0:00".

Layover On DayOfWeek:

- Bid for or avoid pairings with at least one layover on the day(s) of the week indicated.

The screenshot shows a configuration window for layover on day of week. At the top, there is a checked checkbox for "Layover" and a radio button selection for "If" (selected) or "If Not". Below this are three unchecked checkboxes: "Stations", "Of Duration", and "On". A checked checkbox for "On" is followed by a radio button selection for "DayOfWeek" (selected), "DateList", and "DateRange". A list of days of the week is displayed in a scrollable box: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. At the bottom of the window, there is an unchecked checkbox for "Starting At".

Section 5 – Creating and Editing Bids

Layover:

On DateList:

- Bid for or avoid pairings with at least one layover on the day(s) indicated.

The screenshot shows a configuration window for a layover rule. At the top, there are radio buttons for 'If' (selected) and 'If Not'. Below this are three checkboxes: 'Stations', 'Of Duration', and 'On' (checked). A sub-panel contains radio buttons for 'DayOfWeek', 'DateList' (selected), and 'DateRange'. Under 'DateList', there are three dropdown menus for 'September', '30', and '2013', followed by an 'Add' button. Below these is a large empty list box with a 'Remove' button to its right. At the bottom of the sub-panel is a radio button for 'DateRange', and at the very bottom of the window is a checkbox for 'Starting At'.

See *Depart On Dates* for instructions on how to add and/or remove a date.

Layover On DateRange:

- Bid for or avoid pairings with at least one layover within the range of dates indicated.

The screenshot shows a configuration window for a layover rule. At the top, there is a checked checkbox for 'Layover' and radio buttons for 'If' (selected) and 'If Not'. Below this are three checkboxes: 'Stations', 'Of Duration', and 'On' (checked). A sub-panel contains radio buttons for 'DayOfWeek', 'DateList', and 'DateRange' (selected). Under 'DateRange', there is a text field that reads 'Between September 30 2013 and September 30 2013'. At the bottom of the sub-panel is a checkbox for 'Starting At'.

See *Depart On Date Range* for instructions on how to add and/or remove a range.

Layover Starting At:

- Bid for or avoid pairings with at least one layover starting at the time indicated.

The screenshot shows a configuration window for a layover rule. At the top, there is a checked checkbox for 'Layover' and radio buttons for 'If' (selected) and 'If Not'. Below this are four checkboxes: 'Stations', 'Of Duration', 'On', and 'Starting At' (checked). A sub-panel contains a dropdown menu with 'After >' selected and a time input field showing '0:00'. Below this is a list of radio buttons: 'Before <', 'Exactly =', and 'Range'.

Section 5 – Creating and Editing Bids

Award Pairings bid examples:

Award Pairings If Layover In BOS And Layover Of Duration > 018:00

- Awards pairings with at least one layover (BOS) and one layover must have a layover duration of more than 18 hours.

Award Pairings If Not Layover In BOS

- Awards pairings with layovers not in BOS.
- You may use If Not with Award pairings bid lines only.

Avoid Pairings bid example:

Avoid Pairings If Layover Of Duration > 018:00

- Filters (removes) all pairings from the pairing pool with at least one layover longer than 18 hours.



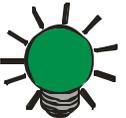
Criteria within the Layover option must apply to at least one layover in multi-layover pairings. Not all layovers in multi-layover pairings must match the criteria.



If more than one criterion is used then the criterion will apply to the layover. I.e.: **Award Pairings If Layover In FLL And If Layover Of Duration > 016:00** will only award pairings where there is at least one layover in FLL of a duration of more than 16 hours.



Layover stations may change from one bid period to the next depending on what is available at your base for that month.



You may combine these criteria to specify a specific layover station on a specific date.

Position:

- Bid for or avoid positions on the aircraft.
- Service Directors do not need to bid for position. P is the default for Service Director bids.
- Flight Attendants may select from: FA or GP. FA is the default for Flight Attendants.
- If this bid line is not used, the FA position is awarded first (default).
- If this bid line is not used, the GP position is only assigned if it is the last position available.
- Specify only FA **or** GP. Specifying both, in any order, will be the same as not specifying any and PBS will assign FA first and GP only if there are no FA positions available.
- Position is often combined with other options.

Position

FA
GP

Avoid Pairings bid example:

Avoid Pairings If Position GP

- Filters (removes) all pairings from the pairing pool where the only available position is GP.

Section 5 – Creating and Editing Bids



Do NOT use Award Pairings If Position FA on its own.

Award Pairings If Position FA on its own will allow PBS to assign ANY pairing as long as it is an F/A position. Any pairings filtered from the available pairings pool by Prefer Off and/or Avoid If bid lines higher than this bid line will not be included however everything else is eligible to be awarded to you by PBS. If your intention is not be awarded the GP position, then it is advisable to either insert an avoid bid line such as **Avoid Pairings If Position GP** high in your bid or add the parameter “...If Position FA” to each applicable award bid line.

Sit Length:

- Bid for or avoid pairings with a sit length (time on the ground between legs during any duty period) that is greater than, less than or equal to a specific amount, or within or outside a range.
- Sit length does not include time spent on a layover at a hotel.
- Sit Length is often combined with other options.

Award Pairings bid example:

Award Pairings If Sit Length Between 000:30 And 002:00

- Awards pairings if all the sit lengths are between thirty minutes and two hours.

Avoid Pairings bid example:

Avoid Pairings If Sit Length > 002:30

- Filters (removes) all pairings from the pairing pool with any sit length greater than two and a half hours.

TAFB (Time Away From Base):

- Bid for or avoid pairings with a time away from base that is greater than, less than or equal to a specific amount, or within or outside a range.
- TAFB is measured in hours (continuous), from pairing’s check-in time to pairing check-out time.
- TAFB is often combined with other options.

Avoid Pairings bid example:

Avoid Pairings If TAFB > 40:00

- Filters (removes) all pairings from the pairing pool where the TAFB is more than 40 hours.

Section 5 – Creating and Editing Bids

Time Off (Award Pairings Only):

- Bid for pairings with time off in hours or days before and/or after a pairing that is greater than, less than or equal to a specific amount, or within or outside a range.
- The time off after a pairing (if awarded) includes the crew rest (for bidding purposes).
- Time Off days is awarded in calendar days.
- Hours and days may be mixed and matched in a single bid line. i.e. You may ask for pairings with 2 days off before and 27 hours off after.
- “Days” refers to full calendar days (from 00:00 to 23:59) and NOT 24-hour periods. “Days” does not include the day that the pairing checks in or checks out.
- The “Time” or “Days” starts after pairing check-out NOT after crew rest is over. Bidding 5 hours off after a pairing will give the bidder nothing as even domestic crew rest is 11 hours (10+1).
- Once a pairing has been awarded from a bid line with Time Off Before/After then PBS will remember the “buffer” and restrict pairings from being awarded in those times. It is important to note that realistic numbers should be used since requesting too much time off before/after may set up a situation where the bid line is not used (e.g. asking for 7 days off before and after a 4 hour credit pairing may prevent PBS from creating a legal block).
- During coverage awards, bid lines with Time Off Before/After bid line will be considered unless this prevents the later awarding of another pairing required to be assigned for coverage.
- Time Off is often combined with other options.

Time Off

Before
 After

For Before and/or After: Time Off in hours before and/or after a pairing

Time

 Days

For Before and/or After: Time Off in days before and/or after a pairing

Time
 Days

Award Pairings bid examples:

Award Pairings If Time Off Before 016:00

- Awards pairings if no other pairing is awarded 16 hours or less before the pairing to be awarded.

Award Pairings If Time Off After 3 Days

- Awards pairings if no other pairing is awarded 3 days or less after the pairing to be awarded.

E.g.: Award Pairings If Departing on Nov 15 If Time Off After 1 Days If Pairing Length = 2 days

Nov 15				Nov 16				Nov 17				Nov 18			
Pairing M8101/15								T/O After 1 Days							

In this example pairing M8010/15 (2-day pairing with a check-out at 18:00) is awarded from this bid line. With *Time Off After 1 Days*, PBS would restrict other pairings from being awarded until 00:00 of the 18th.

Section 5 – Creating and Editing Bids

Award Pairings If Time Off Before 021:00 If Pairing Number V9123

Nov 15					Nov 16					Nov 17					Nov 18				
T/O Before 21 hrs										Pairing V9123									

In this example PBS will only award you pairing V9123 if it is possible to give you 21 hours off before the check-in time of the pairing. If you had previously been awarded a pairing that checks out within 21 hours of V9123 then V9123 would not be awarded from this bid line.

Award Pairings If Departing on Nov 15 If Time Off After 24 Hours If Pairing Length = 2 days

Nov 15					Nov 16					Nov 17					Nov 18				
Pairing M8101/15										T/O After 24 hours									

In this example pairing M8010/15 (check-out 18:00) is awarded from this bid line. With *Time Off After 24 Hours*, PBS would restrict other pairings from being awarded until 18:00 of the 17th.

Award Pairings If Departing on Nov 16 If Time Off Before 18 Hours AND After 1 Days If Pairing Number C8034

Nov 15					Nov 16					Nov 17					Nov 18									
T/O Before 18 hrs										Pairing C8034/16										T/O After 1 Days				

In this example pairing C8034/16 (check-in 18:00, check-out 21:00) is awarded from this bid line. With *Time Off Before 18 Hours AND After 1 Days*, PBS would restrict other pairings from being awarded after 00:01 of the 16th and before 00:01 on the 19th.

Award Pairings If Departing on Nov 16 If Time Off Before 1 Days AND After 1 Days If Pairing Number C8034

Nov 15					Nov 16					Nov 17					Nov 18									
T/O Before 1 Days										Pairing C8034/16										T/O After 1 Days				

In this example pairing C8034/16 (check-in 18:00, check-out 21:00) is awarded from this bid line. With *Time Off Before 1 Days AND After 1 Days*, PBS would restrict other pairings from being awarded after 00:01 of the 15th and before 00:01 on the 19th.

Award Pairings If Departing on Nov 16 If Time Off After 9 Hours If Pairing Number C8034

Nov 15					Nov 16					Nov 17					Nov 18									
										Pairing C8034/16														

In this example requesting *Time Off After 9 Hours* does not give any extra hours off after the pairing since the usual blocking crew rest for this pairing is 11 hours (10 + 1 for blocking purposes).

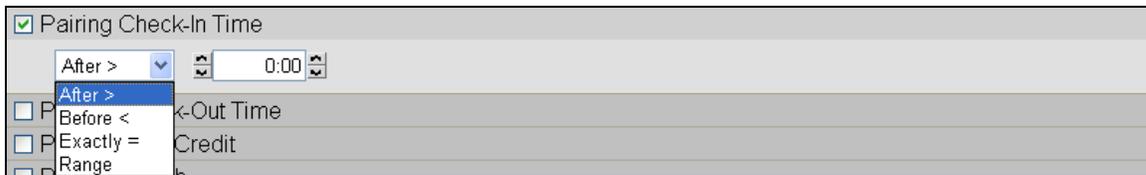


Using Time Off Before and/or After may prevent you from being awarded a pairing should a previously awarded pairing conflict with the time off before and/or after criteria.

Section 5 – Creating and Editing Bids

Pairing Check-In Time:

- Bid for or avoid pairings with a Pairing Check-In Time that is after, before or equal to a specific number of hours, or within or outside a range.
- The pairing check-in time is the check-in time at home base for a single-day or multi-day pairing.
- Pairing Check-In Time is often combined with other options.



Avoid Pairings bid example:

Avoid Pairings If Pairing Check-In Time > 11:00

- Filters (removes) all pairings from the pairing pool with a check-in time after 11:00am.



Time ranges go from 00:01 to 23:59. Should you want to create a time range that goes from a late time to an early time, you need to create two separate bid lines, the first from the “late time” to 23:59, and the other from 00:01 to the “early time”.

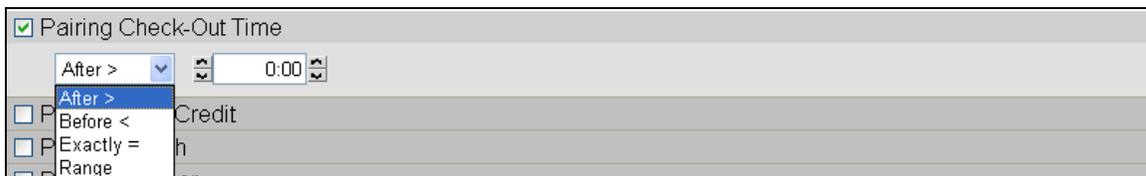
For example, a time range from 20:00 to 04:30 needs two separate bid lines, the first from 20:00 to 23:59, and the second from 00:01 to 04:30:

Avoid Pairings If Pairing Check-In Time Between 20:00 And 23:59

Avoid Pairings If Pairing Check-In Time Between 00:01 And 04:30

Pairing Check-Out Time:

- Bid for or avoid pairings with a Pairing Check-Out Time that is after, before or equal to a specific number of hours, or within or outside a range.
- The pairing check-out time is the check-out time at home base on a single-day or multi-day pairing.
- Pairing Check-Out Time is often combined with other options.



Avoid Pairings bid example:

Avoid Pairings If Pairing Check-Out Time > 17:00

- Filters (removes) all pairings from the pairing pool with a check-out time after 5:00pm.

Award Pairings bid example:

Award Pairings If Pairing Check-Out Time Between 19:00 And 23:00

- Awards pairings with a check-out time between 7:00pm at night and 11:00pm.

Section 5 – Creating and Editing Bids



Time ranges go from 00:00 to 23:59. Should you want to create a time range that goes from a late time to an early time, you need to create two separate bid lines, the first from the “late time” to 23:59, and the other from 00:00 to the “early time”.

For example, a time range from 20:00 to 04:30 needs two separate bid lines, the first from 20:00 to 23:59, and the second from 00:00 to 04:30:

Avoid Pairings If Pairing Check-Out Time Between 20:00 And 23:59
Avoid Pairings If Pairing Check-Out Time Between 00:00 And 04:30

Pairing Total Credit:

- Bid for or avoid pairings with a total pairing credit that is greater than, less than or equal to a specific amount, or within or outside a range.
- Pairing Credit is often combined with other options.

Award pairings bid example

Award pairings If Pairing Credit Between 18:00 And 22:00

- Awards pairings with a pairing credit between 18:00 and 22:00.

Pairing Length:

- Bid for or avoid pairings with a Pairing Length that is greater than, less than or equal to a specific amount, or within or outside a range.
- Pairing length is measured in calendar days.
- Pairing Length is often combined with other options.

Award Pairings bid example

Award Pairings If Pairing Length Between 1 days And 2 days

- Awards pairings that are 1 day or 2 days long.

Avoid Pairings bid example

Avoid Pairings If Pairing Length > 3 days

- Filters (removes) all pairings from the pairing pool more than 3 days long.

PBS counts calendar days for the length of a pairing. Pairings that check-out after midnight have that time counted as another day. For example, a pairing that is one continuous duty day checking in on Thursday at 1930 and checking out on Friday at 0715 is seen by PBS as a two-day pairing even if there is no layover.

Section 5 – Creating and Editing Bids

Pairing Number:

- Bid for or avoid pairings with a specific pairing number(s) or a pairing number that is greater than, less than or equal to a specific amount, or within or outside a range.
- Pairing Number is often combined with other options.
- You may only use If Not with Award Pairings bid lines.

The screenshot shows a form titled "Pairing Number" with a checked checkbox. Below it, there are two radio buttons: "If" (selected) and "If Not". Underneath, there are two more radio buttons: "List" and "Condition".

List:

- Create a list of specific pairing numbers. A list may be one pairing or several pairings.
- Pairing numbers must include the base prefix (M – YUL, T – YYZ, C – YYC, V – YVR) and the 4-digit pairing number.
- You may only add one pairing at a time to the list.
- The order in which pairings are added is NOT recognized by PBS.
- PBS may award as many pairings in the list as possible, not the MOST pairings possible.
 - For example: Depending on other criteria in the bid line, the order in which PBS awards pairings may create a situation where one pairing awarded may prevent others from being awarded.

The screenshot shows the "Pairing Number" form with the "List" radio button selected. A text input field is labeled with a black box containing the number "1". To the right of the input field is an "Add" button labeled with a black box containing the number "3". Below the input field is a large empty box labeled with a black box containing the number "2". To the right of this box is a "Remove" button. At the bottom, the "Condition" radio button is unselected.

To add a pairing to the Pairings bid line:

1. Click on the text box [1] above the pairings box [2].
2. Type in the pairing number.
 - Pairing number must have the alphabetical prefix for your base.
 - Pairing numbers must have four (4) numbers in the pairing number.
 - No spaces before or after the pairing number.
3. Click on the Add button [3] within the Pairing Number option box to add the pairing number to the pairings box [2].
4. Repeat the process as often as required for the bid line.
5. Select the Add button at the top right or bottom right of the screen to add the bid line to your bid.

Section 5 – Creating and Editing Bids

To remove a pairing from the pairings box:

1. Click on the pairing number [1] that you want to remove from the pairings box [2].
2. Click on the Remove button [3] within the Pairing Number option box to remove the pairing number from the pairings box [2].
3. Repeat the process as often as required for the bid line.
4. Select the Add button at the top right or bottom right of the screen to add the bid line to your bid.

Condition:

- Pairing numbers are numeric therefore mathematical conditions (>, <, Range) may be used to identify them.
- Remember the various pairing groups (4000, 5000, 7000, 8000, 9000, 6000).



Since PBS sees the pairing as a number, using a criterion such as Greater Than > or Less Than < caution should be used when using these criterion. For example requesting pairings Greater Than > V5000 will include pairings in the 5000 range, 6000 range, 7000 range, etc.

Award Pairings bid examples:

Award Pairings If Pairing C9001,C9002

- Awards pairings with matching pairing numbers C9001 and/or C9002.

Avoid Pairings bid example:

Avoid Pairings If Pairing Number Between C5001 And C5014

- Filters (removes) all pairings from the pairing pool with pairing numbers from C5001 to C5014.



Some bid line options cannot be recognized outside the current bid period, which means that you may be awarded a pairing that appears to violate some of your preferences in the carry out portion. These bid line options include dates and days of the week, but may also include other bid line options.

Section 5 – Creating and Editing Bids

Limit (Award Pairings Only):

- Specify a limit, or cap, to the number of pairings awarded based on a single Award Pairings bid line.
- The minimum is 1.
- Limit is usually combined with other options.



A screenshot of a bid line configuration interface. It features a checkbox labeled "Limit" which is checked. Below the checkbox is a numeric input field containing the value "1".

Award Pairings bid example:

Award Pairings If Layover CDG Limit 2

- PBS awards you a maximum of two pairings from this bid line that contains layovers in CDG, even if more pairings match the bid line.



Limits are not “global conditions” and apply **ONLY** to the bid line that they are on. PBS does not limit the same type of pairing from being awarded from other (higher or lower) bid lines.

When a limit is placed on a bid line, it pertains to the awarding of pairings only for the line on which is written.

- E.g.:
1. Start Pairings
 2. Award Pairings If Layover LHR If position GP Limit 2
 3. Award Pairings If Layover LHR Limit 2
 4. Award Pairings If Pairing Number between M5000 and M5999 Limit 2

This specific bid could award you up to six pairings (total credit permitting) with an LHR layover. The system treats each line individually. Therefore, the limit parameter only applies to the line that it is attached to.



While the examples highlighted in this guide are mostly to highlight a single parameter, in practice multiple parameters may be preferred to better indicate your preference.

- E.g.:
2. Award Pairings If Layover LHR
award any LHR
 2. Award Pairings If Layover LHR If position GP
only award LHR and as GP
 2. Award Pairings If Departing On Friday If Layover LHR If Position GP
only award LHR as GP and if the pairing departs on Friday
 2. Award Pairings If Any Aircraft Type 777 If Departing On Friday If Layover LHR If Position GP
only award LHR as GP, if the pairing departs on Friday and if any of the aircraft in the pairing is the B777

Section 5 – Creating and Editing Bids

Else Start Next Bid Group (Avoid Pairings Only):

- Else Start Next Bid Group (ESNBG) may be added to the end of a negative bid line (Avoid Pairings and/or Prefer Off), and tells PBS that if a legal block cannot be created honouring all of the options in this negative bid line (Avoid Pairings and/or Prefer Off), you want to erase any pairings awarded thus far and start a new bid from the next bid group as it appears on your bid sheet.
- PBS will discard all pairings awarded to you at this point and move to the next bid group on your bid sheet.

Else Start Next Bid Group

Avoid Pairings bid example:

Avoid Pairings If Pairing Check-in < 08:00 Else Start Next Bid Group

- PBS tries to create a block that has no pairings that check-in prior to 08:00, but if it can't create a legal block with this bid line then discard all pairings awarded at this point and move to my next bid group.

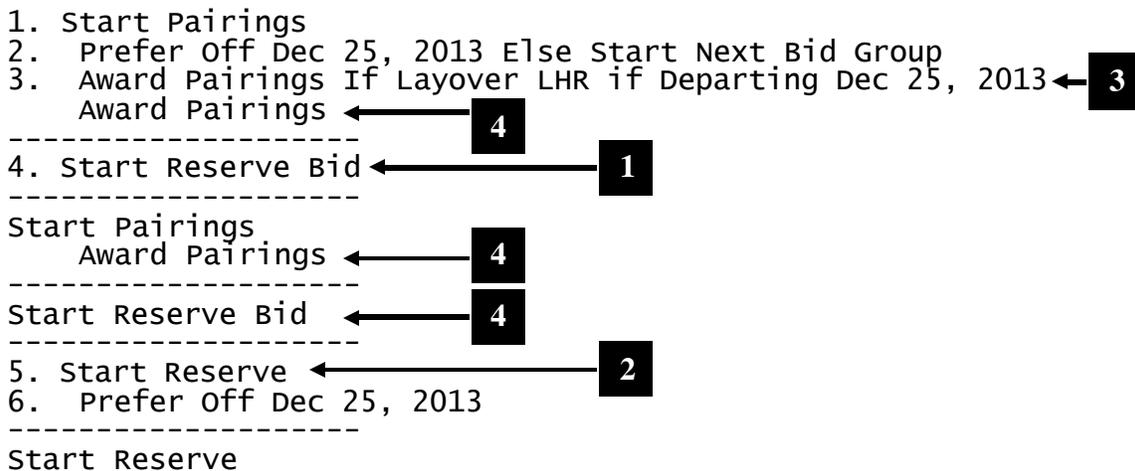


PBS will only assign you reserve if there is no other option.



If you prefer reserve to be awarded at the Avoid Pairings bid line with Else Start Next Bid Group attached then you **MUST** add a Start Reserve Bid bid group [1] as your next bid group and then include a Start Reserve bid group [2] as part of your bid sheet. Keep in mind that if the Else Start Next Bid Group is triggered that PBS will jump to the next bid group bypassing any other bid lines in the bid group [3]. The Start Reserve Bid bid group (which in this example of desiring reserve if the criteria in the negative bid line cannot be honoured) will then instruct PBS to jump over any embedded bid groups and/or bid lines [4] to go to the first Start Reserve bid group [2].

Here is a simplistic example:



In this sample bid your Start Reserve bid would be used if PBS had to deny your Prefer Off request for December 25.



Should your block be fully unstacked, Else Start Next Bid Group may not be honoured if the request is not at the top of your bid or you have been unstacked for language.

Section 5 – Creating and Editing Bids

Instruction Bid Lines

Although no pairings are specifically awarded at an instruction bid line, they do allow you to better control the processing of your bid by PBS specifically in allowing it to reinsert “forgotten” pairings back into the available pairing pool. The *Redo From* function simply tells PBS to return to a previous *Award Pairings* bid line and redo them thus saving you from having to re-enter these same bid lines after a *Forget*.

The screenshot shows a software interface with a top navigation bar containing tabs: Start Bid Group, Prefer Off, Award Pairings, Avoid Pairings, Instruction (selected), Set Condition, and Waive. Below the tabs is a section titled 'Instruction' with an 'Add' button on the right. A list of instructions is displayed, each with a radio button: 'Forget', 'Redo From', and 'Clear Schedule and Start Next Bid Group'. An 'Add' button is also located at the bottom right of the list.

Forget:

- When inserted in your bid, Forget tells PBS to disregard an Avoid Pairings or Prefer Off bid line from that point to the end of your bid.
- When used in combination with a Redo From bid line, PBS removes the forgotten bid line from your bid before going back up to the specified bid line and reprocessing your bid from that point onward.
- You may use Forget “alone” to return pairings previously removed from the pairings pool back into the pairings pool and continue bidding. A Redo From bid line is not required if using Forget.
- When selecting Forget, click on the bid line you want to forget [1] and click on Add [2] to add the bid line to your bid sheet.
- You may only forget one bid line at a time. To forget multiple bid lines you must add multiple Forget bid lines.

The screenshot shows the same software interface as above, but with the 'Forget' instruction selected (indicated by a radio button with a dot). Below 'Forget', a list of bid lines is shown: '2. Prefer Off Saturday', '3. Prefer Off Sunday', '5. Avoid Pairings If Pairing Check-In Time > 10:00', and '6. Avoid Pairings If Pairing Check-Out Time > 18:00'. Below this list are the 'Redo From' and 'Clear Schedule and Start Next Bid Group' options. Two 'Add' buttons are visible: one at the top right of the instruction list and one at the bottom right of the list. A black box with the number '1' is placed over the 'Forget' radio button, and a black box with the number '2' is placed over the top 'Add' button. Another black box with the number '2' is placed over the bottom 'Add' button.

Section 5 – Creating and Editing Bids

Redo From:

- Tells PBS to return to a specific Award Pairings bid line and continue processing from that bid line.
- Redo From must be used in combination with a Forget bid line; Redo From has no effect unless one or more Avoid Pairings or Prefer Off bid lines have been removed using a Forget bid line.
- Pairings that have already been awarded are not removed from your block.
- Redo From must start at an Award Pairings bid line that falls between the forgotten Avoid Pairings or Prefer Off bid line and the Forget bid line. For example, if bid line 8 in your bid is Forget 3, then your Redo From bid line must start somewhere at or below bid line 3 and above bid line 8.
- Click on the bid line you want to redo from and click on Add to add the bid line.

The screenshot shows a software interface with a top navigation bar containing tabs: Start Bid Group, Prefer Off, Award Pairings, Avoid Pairings, Instruction, Set Condition, and Waive. Below this is a section titled 'Instruction' with a dropdown menu. The dropdown menu is open, showing options: Forget, Redo From (selected), 4. Award Pairings If Layover In LAS, MCO, 7. Award Pairings If Pairing Length = 1 days, and Clear Schedule and Start Next Bid Group. A text input field is positioned between the 'Redo From' option and the bid line options. Two 'Add' buttons are visible: one at the top right of the instruction section and one at the bottom right of the bid line list. Red callout boxes with the number '1' point to the text input field, and red callout boxes with the number '2' point to the 'Add' buttons.

Forget and Redo From Examples

Sample Bid 1 – Forget Alone:

1. Start Pairings
2. Prefer Off Saturday
3. Prefer Off Sunday
4. Award Pairings If Layover In MCO, MIA
5. Avoid Pairings If Pairing Check-In Time After > 10:00
6. Avoid Pairings If Pairing Check-Out Time After > 18:00
7. Award Pairings If Pairing Length = 1 days
8. Forget 2
9. Forget 3
10. Award Pairings If Pairing Length = 2 days
Award Pairings

Remember that **AVOID** and **PREFER OFF** bid lines remain in effect until they are either forgotten (Forget instruction) or denied (Denial Mode). We will examine Sample Bid 1 to see how PBS interprets the bid lines. We will also indicate what bid lines are active at the point in the bid.

Sample Bid 1 (Forget alone) Explanation:

Bid line 1 signifies the start of a Pairings bid group.

Bid lines 2 and 3 are negative bid lines (Prefer Off). Any pairings still in the pairing pool at this point are removed and set aside. PBS does remember what pairings were removed from what bid line. In the case of Sample Bid 1, any pairings that have a duty period (flight, layover, etc.) on a Saturday then Sunday within the block month will be removed.

Bid line 4 is the first Award Pairings bid line (where pairings may actually be assigned). Here you are asking PBS to award you as many pairings as it can with layovers in MCO or MIA (no preference) from the pairing pool as it is at this point. Since all pairings that have a duty period

Section 5 – Creating and Editing Bids

(flight, layover, etc.) on a Saturday or Sunday within the block month have been removed from the pairing pool no pairings may be awarded with a duty period (flight, layover, etc.) on a Saturday or Sunday within the block month.

If there are not enough pairings awarded to complete your block PBS continues to read your bid.

Bid lines 5 and 6 will now remove pairings with a late check-in time and then a late check-out time from the pairings pool.

Bid line 7 asks PBS to award one-day pairings, still not working on Saturday or Sunday and no early check-ins or late check-outs because of bid lines 2+3+5+6.

If there are not enough pairings awarded to complete your block PBS continues to read your bid.

Using the Forget 2 instruction at bid line 8 instructs PBS to return any pairings removed by bid line 2 (Prefer Off Saturday) back to the pairing pool.

Using the Forget 3 instruction at bid line 9 instructs PBS to return any pairings removed by bid line 3 (Prefer Off Sunday) back to the pairing pool.

PBS continues to the next bid line.

At bid line 10 you ask for 2 day pairings any day of the week since pairings touching both Saturday and Sunday have been returned to the pairing pool.

If there are not enough pairings awarded to complete your block PBS continues to read your bid and encounters the embedded Award Pairings bid line where any remaining pairings may be assigned from the pairing pool to complete your block.

If you left out the Forget bid lines and PBS had to start denying bid lines (Denial Mode) to complete your block, the lowest priority Avoid pairings or Prefer Off bid line would be denied first. In this case, the lowest priority Avoid pairings bid line avoids late check-out times. PBS would deny bid line 6, clear the block and start processing each bid line again, this time trying to award you 2 day pairings that don't operate on weekends and have an early check-in time, but probably have a late check-out time. If that does not result in a legal block then PBS would deny bid line 5, etc.

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Sample Bid 2 – Forget and Redo From:

1. Start Pairings
2. Prefer Off Saturday
3. Prefer Off Sunday
4. Award Pairings If Layover In MCO,MIA
5. Avoid Pairings If Pairing Check-In Time After > 10:00
6. Avoid Pairings If Pairing Check-Out Time After > 18:00
7. Award Pairings If Pairing Length = 1 days
8. Forget 3
9. Redo From 4
10. Forget 2
11. Redo From 4
12. Award Pairings If Pairing Length = 2 days
Award Pairings

Sample Bid 2 (Forget and Redo From) Explanation:

Bid line 1 signifies the start of a Pairings bid group.

Bid lines 2 and 3 are negative bid lines (Prefer Off). Any pairings still in the pairing pool at this point are removed and set aside. PBS does remember what pairings were removed from what bid line. In the case of Sample Bid 1, any pairings that have a duty period (flight, layover, etc.) on a Saturday then Sunday within the block month will be removed.

Bid line 4 is the first Award Pairings bid line (where pairings may actually be assigned). Here you are asking PBS to award you as many pairings as it can with layovers in MCO or MIA (no preference) from the pairing pool as it is at this point. Since all pairings that have a duty period (flight, layover, etc.) on a Saturday or Sunday within the block month have been removed from the pairing pool no pairings may be awarded with a duty period (flight, layover, etc.) on a Saturday or Sunday within the block month.

If there are not enough pairings awarded to complete your block PBS continues to read your bid.

Bid lines 5 and 6 will now remove pairings with an early check-in time and then a late check-out time from the pairings pool.

Bid line 7 asks PBS to award one-day pairings, still not working on Saturday or Sunday and no early check-ins or late check-outs because of bid lines 2+3+5+6.

If there are not enough pairings awarded to complete your block PBS continues to read your bid.

Using the Forget 3 instruction at bid line 8 instructs PBS to return any pairings removed by bid line 3 (Prefer Off Sunday) back to the pairing pool. In the sequence of bid lines, Sunday was a lower priority than Saturday at bid line 2 and in my bidding strategy I would rather work this day vs the other Avoid or Prefer Off bid lines.

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Redo From 4 at bid line 9 instructs PBS to keep everything awarded to me at this time but to jump up to bid line 4 and continue my bid from there. PBS will process the same bid lines again and any “new” pairings returned to the pairings pool may be awarded.

Using the Forget 2 instruction at bid line 10 instructs PBS to return any pairings removed by bid line 2 (Prefer Off Saturday) back to the pairing pool.

PBS continues to the next bid line.

Redo From 4 at bid line 11 instructs PBS to keep everything awarded to me at this time but to jump up to bid line 4 and continue my bid from there. PBS will process the same bid lines again and any “new” pairings returned to the pairings pool may be awarded.

At bid line 12 you ask for 2 day pairings any day of the week since pairings touching both Saturday and Sunday have been returned to the pairing pool.

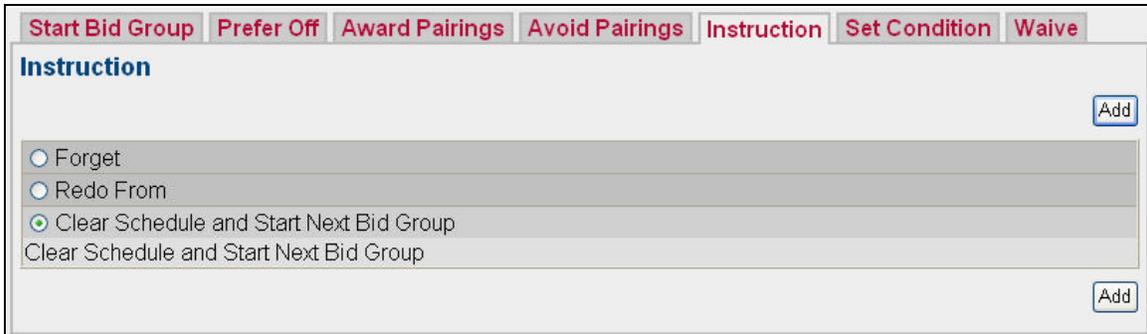
If there are not enough pairings awarded to complete your block PBS continues to read your bid and encounters the embedded Award Pairings bid line where any remaining pairings may be assigned from the pairing pool to complete your block.

If you left out the Forget bid lines and PBS had to start denying bid lines (Denial Mode) to complete your block, the lowest priority Avoid pairings or Prefer Off bid line would be denied first. In this case, the lowest priority Avoid pairings bid line avoids late check-out times. PBS would deny bid line 6, clear the block and start processing each bid line again, this time trying to award you 2 day pairings that don't operate on weekends and have an early check-in time, but probably have a late check-out time. If that does not result in a legal block then PBS would deny bid line 5, etc.

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Clear Schedule and Start Next Bid Group:

- Can only be added to a Start Pairings bid group.
- When read by PBS during the awarding process Clear Schedule and Start Next Bid Group (CSSN BG) tells PBS that if you do not have a legal block by this point then PBS is to remove all pairings awarded to you and begin processing the next bid group.
- You should have another bid group with an alternate bid for PBS to process next.
- If you prefer to be assigned a reserve block at this point then you will need to add a Start Reserve Bid from the Start Bid Group tab followed by a Start Reserve bid group and your bid lines.
- CSSN BG is forced to the bottom of a bid group and any bid lines added to that bid group will go above the CSSN BG bid line.



Should your block be fully unstacked, **Clear Schedule and Start Next Bid Group** may not be honoured if the request is not at the top of your bid group or you have been unstacked for language.

Using the Clear Schedule and Start Next Bid Group does not allow PBS to use the embedded Award Pairings bid line to fill in any missing credits that you may need to create a legal block. When using multiple bid groups you should keep in mind that if the CSSN BG is used in your last Start Pairings bid group [1] then if triggered by PBS your block will be built from the next bid group which in this case is the embedded Start Pairings bid group + Award Pairings bid line [2].

For example:



In the example above IF bid line 25. Clear Schedule and Start Next Bid Group was triggered then PBS would jump to the embedded Start Pairings bid group and the embedded Award Pairings bid line. This would create you a block with no bid line preferences.



It is not advisable to use the Clear Schedule and Start Next Bid Group bid line in a bid group just above the embedded Start Pairings bid group + Award Pairings bid line.

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Set Condition Bid Lines

A Condition is a global setting for PBS and as such applies to the entire bid group in which it is added. Condition bid lines are automatically sent to the top of your bid group.

1 – Maximum Credit

- Instructs PBS to award you a block closest to the maximum allowed credit as possible for the bid period (within 4 hours of maximum credit for the month) but is not a guarantee that you will have more hours than someone junior to you.
- Maximum Credit is always placed above the first Award Pairings bid line and cannot be forgotten or moved below any Award Pairings bid line.

2 – Minimum Credit

- Instructs PBS to stop awarding you pairings only once you have passed the minimum threshold for the bid period. Because of this it is possible that when reading your bid lines that you may be awarded pairings that bring you over the minimum credit window.
- PBS stops adding pairings as soon as the total credit is above the minimum credit value
- Minimum Credit is always placed above the first Award Pairings bid line and cannot be forgotten or moved below any Award Pairings bid line.

Start Bid Group Prefer Off Award Pairings Avoid Pairings Instruction Set Condition Waive

Set Condition Add

1 Maximum Credit

2 Minimum Credit

3 Pattern

4 Consecutive Days Off

5 Days Off With Employee

Days Off Opposite Employee Add



PBS reads your bid lines in order of priority rather than skipping bid lines that result in higher credit in favour of bid lines with lower credits as it approaches the threshold. For example, if your total credit was one (1) hour under the minimum credit value and 10 hours under the maximum credit for the month, PBS, according to your current or next Award Pairings bid line, could award you a pairing with a credit of up to 10:00. Set Condition Minimum Credit would still be considered honoured because PBS stopped adding pairings as soon as your total credit was over the minimum credit value. PBS does not look for other pairings that would keep you closer to the minimum credit value.



For more detailed information on Minimum Credit please refer to the Help section of this guide.

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3 – Pattern

Pattern bidding is primarily for those who want some cadence (pattern) in their schedule. The Pattern bid is usually placed at the top of your bid group (above any Award Pairings bid lines) however it may be added or moved below ANY Award Pairings bid line. With a Pattern condition bid, PBS will try and build your block around a set of days on (pairings) and off. The Pattern condition will take precedence over your bid disallowing even Prefer Off and Avoid bid lines in order to honour the pattern so it is important to consider what type of pairings (their credit, duration, etc.) and the number of days on or off that you can likely hold at your seniority.

- Tells PBS to create a Block that follows a pattern of days on and days off.
- You must specify a range of days on [1], and a minimum number of days off [2].
- A working pre-award, such as training or an unstacked pairing is considered to be a day on, and a non-working pre-awards such as vacation is considered to be a day off.
- Pattern is always placed above the first Award Pairings bid line in the bid group and cannot be forgotten or moved below any Award Pairings bid line.
- Once a pairing is awarded, your pattern will be built around it. If, for example, you request and are awarded a 2-day pairing and your pattern calls for between 3 and 5 days on, PBS will immediately search for a pairing that will satisfy the minimum of 3 days on before continuing your bid. This pairing (needed for the legality of the pattern) will, if possible, be awarded from a lower bid line including Award pairings if necessary.
- Any conditional bids are ignored during the unstacking process. Once unstacking is complete then PBS will read your bid using your Pattern condition. If a pattern can still be awarded after unstacking then it will.
- Else Start Next Bid Group [3] is a selectable option to a Pattern bid. If the pattern indicated cannot be honoured then, if selected, PBS will execute the Else Start Next Bid Group bid line.

Pattern

Between and Days On, with Days Off

Else Start Next Bid Group

Pattern bid example:

Set Condition Pattern Between 3 and 7 Days On with 3 Days Off (minimum)

- PBS tries to award you a block that follows the pattern of working days (including pre-awards) between 3 and 7 followed by a minimum of 3 days off.
- A carry-in pairing that is too short does not violate the pattern, nor does a too-short block of days off between pre-awards.
- A working pre-award, such as training or an unstacked pairing is considered to be a day on, and a non-working pre-award such as vacation is considered to be a day off.



Keep in mind that your pattern must be able to satisfy all legalities and rules such as 4/14, 1/7 etc.



Set Condition bid lines are not used during the Unstacking process.

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4 – Consecutive Days Off:

The main purpose of *Set Condition Consecutive Days Off* is to allow you to request a set number [1] of consecutive days off in the block month or within a specific range of dates. *Set Condition Consecutive Days Off* bid line(s) will be placed at the top of your bid since PBS must use it as it awards you your block. Unlike other Set Condition bid lines, you may place more than one *Set Condition Consecutive Days Off* bid line in each of your Start Pairings groups.

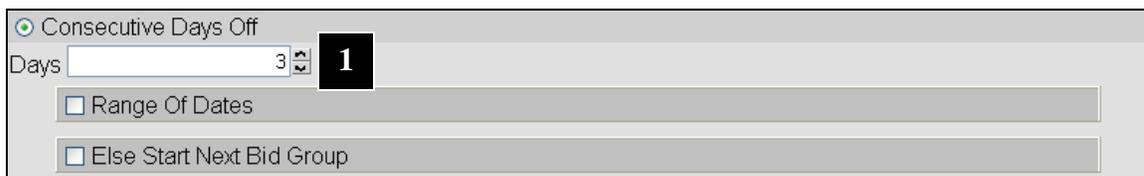
All of the consecutive days off must fall within a specified *Range Of Dates* [2] or if no range is specified, the block month is used as the range. Dates outside the block month will not be considered or used as part of the consecutive day off period. In Start Pairings bid groups you may also specify *Else Start Next Bid Group* [3] should PBS not be able to fully honour the bid line. In this case you should also ensure that there is another bid group following this one for PBS to use.

PBS's default value for the minimum number of consecutive days off that may be requested is 3 however you should be aware of the various elements that will drive your ability to hold the number of consecutive days off that you may request. These include overlap credits from the previous month, the number of hours that you will need to work and the pairings that you may hold. Setting the number of consecutive days off too high may result in the bid line being ignored or not honoured and therefore not used to create your block; there is no attempt by PBS to reduce the days or partially honour the bid line.

- Multiple *Set Condition Consecutive Days Off* bid lines may be used in a Start Pairings bid group.
- Non-working activities (vacation, LOA, etc.) may be used by PBS as days off for the calculation of consecutive days.
- *Set Condition Consecutive Days Off* may not be “forgotten” by a Forget bid line.
- *Set Condition Consecutive Days Off* (even with *Else Start Next Bid Group* attached) is not used during coverage awards.
- *Set Condition Consecutive Days Off* may be used in a Default bid however be aware that if using the *Range Of Dates* option that all the dates in the range must be within a block month for the bid line to be considered. Block month start and/or end dates may change so be aware and check them regularly.
- You cannot add a number of days greater than the date range; for example, PBS will not let you enter the following bid:
Set Condition 6 Days off Between Oct 5, 2013 and Oct 8, 2013
- Vacation and LOA may be used as “Days Off” in the calculation of “Consecutive Days Off”.

Bid line Option – Days:

- Specify the number of consecutive days off requested [1].
- The number of consecutive days off must be less than or equal to the number of days in the block month or the selected date range.



The screenshot shows a configuration form for a bid line. At the top, there is a radio button labeled "Consecutive Days Off" which is selected. Below this is a "Days" field with a spinner control. The spinner has a current value of "3" and a highlighted value of "1" is shown next to it. Below the "Days" field are two unchecked checkboxes: "Range Of Dates" and "Else Start Next Bid Group".

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Bid line Option – Range of Dates:

- Allows you to specify the date range where the consecutive days off must occur. To indicate the range, click on the first date [1] in the range and then the last date [2] in the range (in this example from October 13 through 19).
- When no range is specified the entire block period is used.
- The number of consecutive days off must be less than or equal to the number of days in the block month or the selected date range.
- There is no priority for the consecutive days off within the month or range. PBS does not attempt to honour the request starting from the first days in the range.
- Non-working days (eg. Vacation) may be included in the consecutive days to satisfy the request. For example, if you specify 5 consecutive days off in a range between November 02 and November 14 AND you have 5 days of vacation from November 02 to 06, then PBS may include those days as it honours the bid line.

Consecutive Days Off

Days

Range Of Dates

September 2013							October 2013							November 2013							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5							1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	

Else Start Next Bid Group

Bid line Option – Else Start Next Bid Group:

- When Else Start Next Bid Group is selected [3] and PBS cannot honour the bid line it will discard any pairings awarded to you and process your next bid group bid. In this case you should also ensure that there is another bid group following this one for PBS to use.

NOTE: If you still want to bid for consecutive days off in your Start Reserve bid group, then it must also be added to your Reserve bid.



There is no attempt to partially honour the bid line if PBS cannot honour the specified number of consecutive days off.



If a specific set of consecutive days off is preferred then a Prefer Off bid line (with All Or Nothing and/or Else Start Next Bid Group) may be a better strategy.

Section 5 – Creating and Editing Bids

Examples:

14. Set Condition 5 Consecutive Days Off

In this example PBS will attempt to build your block with 5 consecutive days off in the block month.

14. Set Condition 5 Consecutive Days Off Between Oct 2, 2013 And Oct 14, 2013

In this example PBS will attempt to build your block with 5 consecutive days off between October 2 and 14. You have 5 days of vacation (“V” below) from October 1 - 5.

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	29	30
V	V	V	V	V																									
Period specified in the bid line																													
	1	2	3	4	5	Pairing								Pairing								Pairing							
	5 Consecutive																												

In this example PBS honoured the bid line even if some of the days (1 to 4) are vacation.

14. Set Condition 5 Consecutive Days Off Between Oct 2, 2013 And Oct 14, 2013 Else Start Next Bid Group

In this example PBS will attempt to build your block with 5 consecutive days off between October 2 and 14. If this cannot be honoured then PBS will process your Else Start Next Bid Group command and move to your next bid group (unless not honoured due to Coverage – see the Coverage Award Process later in this guide). In this case you should also ensure that there is another bid group following this one for PBS to use.

- Set Condition Consecutive Days Off may be used multiple times in each bid group. This allows the bidder to “cascade” the minimum days off (from their “realistic” minimum” to what they would prefer).
 - Eg: 11. Set Condition 5 Consecutive Days Off
 - 12. Set Condition 6 Consecutive Days Off
 - 13. Set Condition 7 Consecutive Days Off
 - 14. etc.



For more detailed information on Coverage Awards please refer to the Help section of this guide.

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5 – Days Off With/Opposite Employee:

The main purpose of this bid line is to allow you to have a number of days off with (same as) or opposite (different than) another employee. In all cases, it is the junior employee (or the F/A in the case of I/C and F/A) who would use this bid line. This bid line will also be considered if one employee is awarded a block and the other reserve (or vice versa). *Set Condition Days Off With / Opposite* will be placed at the top of your bid so that PBS can use it as it awards you your block.

Only one of these bid lines (either *With* or *Opposite*) may be used in a bid group and only one employee (number) may be specified. When using the bid lines in different bid groups, the specific information need not be the same; i.e. you may specify *Set Condition Days Off With Employee 012345...* in one Start Pairings bid group and *Set Condition Days Off Opposite Employee 098765...* in another Start Pairings bid group.

Keep in mind the award of the person that you are bidding to have time off with or opposite. Requesting 15 days off with/opposite someone who can only get 12 will result in your bid being effected by denial mode as PBS attempts to even partially honour your *Days Off With/Opposite Employee* request.

The screenshot shows a form for creating a bid line. It has a radio button selected for "Days Off With Employee". Below this is a text input field for "Employee Number:" with a "1" next to it. Below that is a "Minimum:" label followed by a spinner control with "2" next to it and a "1" next to the spinner. Below the spinner is a checkbox labeled "Else Start Next Bid Group" with a "3" next to it. At the bottom is a radio button for "Days Off Opposite Employee".

Bid line Options – Employee Number:

- The junior employee in the same classification (or the F/A in the case of F/A and I/C bidders) must specify the other's employee number [1] and the minimum number of days off [2] with/opposite that employee requested.
- The senior (or I/C in the case of F/A and I/C bidders) does not need to indicate anything in their bid.

Bid line Options – Minimum:

- You must indicate the minimum number of days off [2]. PBS's default value for the minimum number of days off with/opposite employee that may be requested is 1 however you should be aware of the various elements that will drive your ability to hold the number of days off with/opposite that you request. These include carry-in credits from the previous month, the number of hours that you will need to work and the pairings that you may hold in relation to the senior bidder. Setting the number of days off with/opposite too high may result in the number of days off with/opposite being reduced along with any negative bid lines denied through Denial Mode.
- PBS will not change a senior's block to honour a junior's *Days Off With/Opposite Employee* request.

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Waive Bid Lines

Wave bids instruct PBS to not apply awarding rules specifically concerning the number of required days off in a range of calendar days. Waive bid lines are added to the bid group(s) where you want to waive the applicable rule. Once waived, the rule(s) is (are) not used for the bid group in which they are added. If rules are not waived then they must apply to the award and can not be denied by PBS. The 7 and/or 14 day period is a sliding one and does not necessarily begin at the start or end of a pairing or block month.

- Wave rules may NOT be forgotten by a Forget bid line.
- Wave rules do not prevent Coverage Awards
- Wave rules are considered during the coverage award process.

1 Day Off in 7 [1]:

- Tells PBS that you want to waive the required 1 day off in a 7 day period.
- Waive bid lines are always placed at the top of a bid group and cannot be forgotten or moved below any Award, Avoid or Prefer Off bid line.

4 Days Off in 14 [2]:

- Tells PBS that you want to waive the required 4 days off in a 14 day period.
- Waive bid lines are always placed at the top of a bid group and cannot be forgotten or moved below any Award, Avoid or Prefer Off bid line.

The screenshot shows a software interface with a tabbed menu at the top containing 'Start Bid Group', 'Prefer Off', 'Award Pairings', 'Avoid Pairings', 'Instruction', 'Set Condition', and 'Waive'. The 'Waive' tab is active, displaying the title 'Waive' and two radio button options: '1 Day Off in 7' and '4 Days Off in 14'. A black box with the number '1' is positioned to the left of the first option, and another black box with the number '2' is positioned to the left of the second option. To the right of each option is a small 'Add' button.



The 1/7 and 4/14 rules also apply from block to block, reserve to block, block to reserve. If waived then they also apply to your previous history (activity in the preceding block month at the time PBS bidding is closed), including overlaps and/or other activities during the bid month. If these rules are NOT waived, then you MUST have 1 day off after 6 (1/7) days on and 4 days off during any 14 day period (4/14).

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Example: Waiving the 1/7 Rule:

Here is the end of your December schedule:

Dec						Jan
26	27	28	29	30	31	01
T5003			T5006			?
1	2	3	4	5	6	7

- Option 1 – When bidding for the January block month you do not waive the 1/7 rule so after working 6 days you **MUST** be off on Jan 01.
- Option 2 – When bidding for the January block month you waive the 1/7 rule so you **MAY** now work on Jan 01, 02, 03, etc.

Example: Waiving the 4/14 Rule:

Here is the end of your December schedule:

Dec												Jan	
20	21	22	23	24	25	26	27	28	29	30	31	01	02
V9134					V8103					V9074		?	?
1	2	3	4	5	6	7	8	9	10	11	12	13	14

- Option 1 – When bidding for the January block month you do not waive the 4/14 rule so you must have 4 days off in 14 and **MUST** be off on Jan 01 & 02.
- Option 2 – When bidding for the January block month you waive the 4/14 rule so you **MAY** now work on Jan 01, 02, 03.

Example: Waiving the 4/14 Rule:

Waiving one or both of these rules should be used with caution. Yes, waiving them may allow you to hold pairings that you would otherwise not hold because of these rules, **HOWEVER** if not used properly, this is what may happen to your block:

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	31	
													M9061	M9061			M8104			M9266		M9011			M9074						

This is a drastic example where both rules have been waived, however it does highlight the extent that you may be affected.



Remember, waiving the 1/7 rule also allows you to be unstacked for more than 6 working days in a row ANYWHERE in the block month and/or the previous month overlap.

Remember, waiving the 4/14 rule also allows you to be unstacked with less than 4 days off in 14 ANYWHERE in the block month and/or the previous month overlap.

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Pairings Search Function

The Pairings Search function allows you to look at the pairings for the current bid period at your base. Using similar options to the *Awards Pairings If...* bid line you may filter out pairings or try options, or a combination of options, to see what kind of pairings may be available to be awarded. The search function will show all pairings that match the search criteria prior to the awards process. Remember that during the awards process only pairings that are in the pairing pool may be awarded.

Consequently, the resulting list of pairings would also be the ones that would be avoided had an *Avoid Pairings If...* bid line was used.



The Pairing Search function works like an Award pairings bid line. For example, when using multiple options all must be true for the pairing(s) to be displayed.

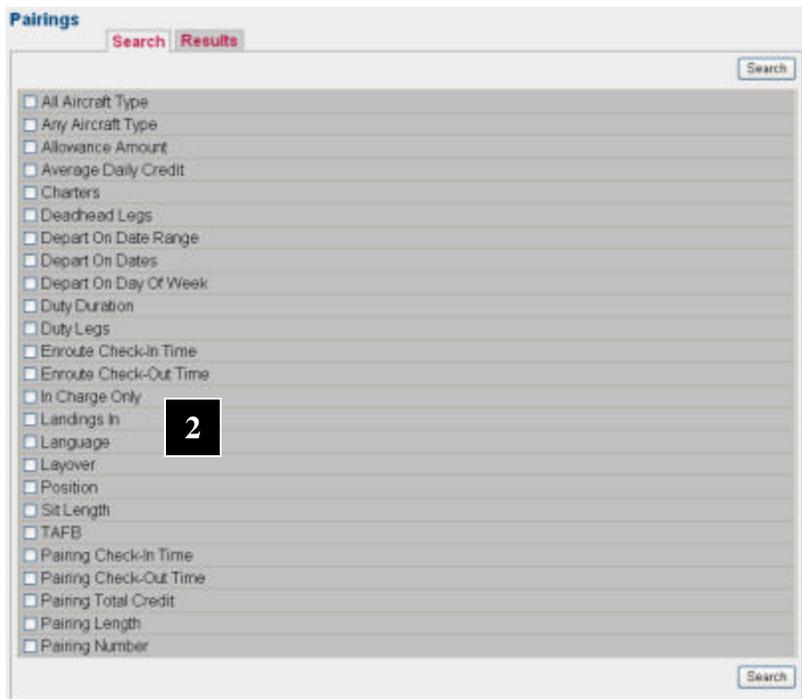
The Pairings Search function is accessible through the Pairings button [1].



To search for pairings: Click on the **Pairings** button [1].



The Search window will appear allowing you access to similar options as are available in the Awards tab in the bid sheet. Some additional options (*In Charge Only* [2] and *Language* [2]) will only be found in the Pairings Search feature.



Section 5 – Creating and Editing Bids

From the Pairings Search screen:

- Select the options [3] for your search.
- For this example we are looking to see if there are any pairings that have an average daily credit of over 7 hours and depart on Monday.
- Click on **Search** [4]

Pairings Search Results

Print Close

Search

All Aircraft Type
 Any Aircraft Type
 Allowance Amount
 Average Daily Credit
 Greater Than > 7.00
 Charters
 Deadhead Legs
 Depart On Date Range
 Depart On Dates
 Depart On Day Of Week
 If or If Not
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Duty Duration

The **Results Page** will display the pairing numbers and main features of the pairings found in the search.

Pairings will be displayed by pairing number.

Individual pairings may be viewed by clicking on the pairing number [5], multiple pairings may be selected by clicking on the checkbox(s) [6] and clicking on **View Details** [7] (opens the **Pairing View** window).

This list may also be printed by clicking on the **Print** button [8].

You can return to the Pairings Search page by clicking on the Search tab [9].

Pairing Search Results

Print Close

View Details

Pairing #	# Days	C/I	C/O	Allowance	Total Credit	L/O Stns	Dates
<input type="checkbox"/> M9003	1	09:20	20:45	0.00	009:40		30 7 14 21
<input type="checkbox"/> M9024	2	05:30	18:59	79.98	014:13	BFO	30
<input type="checkbox"/> M9043	1	05:45	17:24	31.41	007:39		14
<input type="checkbox"/> M9075	2	06:30	17:24	58.86	014:39	YYZ	21
<input type="checkbox"/> M9079	1	06:40	18:29	17.75	010:32		29-30
<input type="checkbox"/> M9081	2	06:55	18:24	79.14	014:40	YYC	30
<input type="checkbox"/> M9115	2	07:00	18:59	64.26	014:33	BFO	16 21
<input type="checkbox"/> M9121	2	07:00	19:09	64.26	014:15	BFO	28
<input type="checkbox"/> M9124	1	07:05	16:52	0.00	007:51		30
<input type="checkbox"/> M9125	1	07:05	17:02	0.00	009:01		1 3-8 10-15 17-22 24-29
<input type="checkbox"/> M9135	1	07:20	18:25	0.00	009:51		27-29
<input type="checkbox"/> M9137	1	07:30	18:25	0.00	009:51		30 1-4 6-11 13-18 20-24
<input type="checkbox"/> M9169	2	07:45	17:24	44.14	014:21	YYZ	7 15 24
<input type="checkbox"/> M9171	1	07:45	18:29	0.00	008:27		28-30
<input type="checkbox"/> M9192	1	08:05	17:10	0.00	007:04		30 1 3-26
<input type="checkbox"/> M9222	1	09:55	19:10	0.00	007:04		28 30

View Details

Section 5 – Creating and Editing Bids

What can be seen on the Results Page:

View D	10	11	12	13	14	15	16	17
■	Pairing #	# Days	C/I	C/O	Allowance	Total Credit	L/O Stns	Dates
<input type="checkbox"/>	M5003	1	09:20	20:45	0.00	008:40		30 7 14 21
<input type="checkbox"/>	M9024	2	05:30	18:59	78.98	014:13	SFO	30
<input type="checkbox"/>	M9043	1	05:45	17:24	31.41	007:39		14
<input type="checkbox"/>	M9075	2	06:30	17:24	58.86	014:39	YYZ	21
<input type="checkbox"/>	M9079	1	06:40	19:28	17.75	010:33		28-30
<input type="checkbox"/>	M9081	2	06:55	19:24	79.14	014:40	YYC	30
<input type="checkbox"/>	M9115	2	07:00	18:59	64.26	014:33	SFO	15 21
<input type="checkbox"/>	M9121	2	07:00	19:09	64.26	014:15	SFO	28
<input type="checkbox"/>	M9124	1	07:05	16:52	0.00	007:51		30
<input type="checkbox"/>	M9125	1	07:05	17:02	0.00	008:01		1 3-8 10-15 17-22 24-28
<input type="checkbox"/>	M9135	1	07:20	18:25	0.00	008:51		27-29
<input type="checkbox"/>	M9137	1	07:30	18:25	0.00	008:51		30 1-4 6-11 13-18 20-24
<input type="checkbox"/>	M9160	2	07:45	17:24	44.14	014:21	YYZ	7 15 24
<input type="checkbox"/>	M9171	1	07:45	18:29	0.00	008:27		28-30
<input type="checkbox"/>	M9192	1	08:05	17:10	0.00	007:04		30 1 3-26
<input type="checkbox"/>	M9222	1	09:55	19:10	0.00	007:04		28 30

View Details

10. Pairing Number(s)
11. Number of days (calendar) that the pairing operates
12. Pairing Check-in time
13. Pairing Check-out time
14. Allowances paid (dollars)
15. Flying credits (hours)
16. Layover stations (blank if none)
17. Date(s) that the pairing operates

Section 5 – Creating and Editing Bids

What can be seen on the Pairing View window:

8

9

Print

Close

1	2	3	4
M9024	Check-In 05:30	Check-Out 18:59	Oct13
Day	Flt	Dep	Arr
1	0485	YUL 06:30	YYZ 07:53
1	0757	YYZ 10:15	SFO 12:55
2	SFO 016:25		
2	0559	SFO 06:35	YVR 08:56
2	0194	YVR 10:55	YUL 18:44
			010:40
			001:59
			004:49
			0:24
			014:13
			021:04
Credit: 014:13			
TAFB: 037:29			
Lang: 1 BL			
Crew Comp: 2 FA, 1 P			
Allowance: \$78.98			

5

7

6

1. Pairing Number
2. Pairing Check-in time
3. Pairing Check-out time
4. Calendar indicating date(s) pairing originates
5. Flight details
 - Day: day number of pairing. The number (e.g. 1) refers to first day of pairing not the day of the week.
 - Flight number
 - Departure station and time
 - Arrival station and time
 - Turnaround time: time on ground, sit length
 - Equipment: Aircraft type
 - Flight Credit (hours)
 - Duty: total time on duty from check-in to check-out per day of pairing.
6. Totals of Flight Credit and Duty
7. Pairing Details
 - Credit: Pairing credit (hours)
 - TAFB: Time Away From Base from check-in to check-out per day of pairing
 - Lang: Language requirements for pairing
 - Crew Comp: number of P (Service Directors) and FA (Flight Attendants) required
 - Allowance: meal allowances paid (dollars)
8. Print: print the pairing details for all pairings displayed in the Pairing View
9. Close: close the Pairing View window



You may not directly copy the options used for searching pairing to your bid. Return to the Search tab and take note of the option(s) used and re-create them in a bid line on your bid sheet.

Section 5 – Creating and Editing Bids

Start Reserve Section

In this section of the PBS Bidder's Guide we will review the options available in Start Reserve bid groups.

Start Reserve bid groups are used to enter bid lines that PBS uses to award reserve days off. When awarding Reserve, PBS will read your reserve bid starting with your first Start Reserve bid group, which will always be after all Start Pairings bid groups, and execute the bid lines within that bid group.

Unlike your Pairings bid, where Award Pairings bid lines are used to build your block, Reserve bids use Prefer Off bid lines to define the days that you want off. Working (Reserve) days are then added around your awarded days off. Working days are indicated by the letters "R" for Ready Reserve or "C" for Call-In Reserve. These sets of working days alternate from R to C throughout your month.

As with Pairings blocks, Reserve blocks must also follow its own awarding rules:

- You must have a total of 13 days off (14 in a block month of 33 days) in an unreduced block month.
- Your reserve pattern will be made up of "sets" of days on and off. A "set" of days on may be no less than three days in a row and a "set" of days off may be no less than two days in a row. The exception to these rules is for the start and/or end of the block month and/or absence (vacation, etc.) where you can have as little as one day on or off.
- As with blocks, 1/7 and 4/14 apply (one or the other may be waived).
- You may be affected by Coverage Awards on reserve.
- You may have up to 11 GDOs (Guaranteed Days Off) in a maximum of 3 sets (of days off).

Section 5 – Creating and Editing Bids

Start Reserve Bid Group

PBS will, by default, make every effort possible to award a Pairings block over a Reserve block. Depending on your seniority it is a good strategy to also include reserve bids in case awarding you a block is not possible.

To enter Reserve bid lines you must first create a Reserve bid group. You may create a Reserve bid group by clicking the Add button on your bid sheet and then selecting the Start Bid Group tab [1].

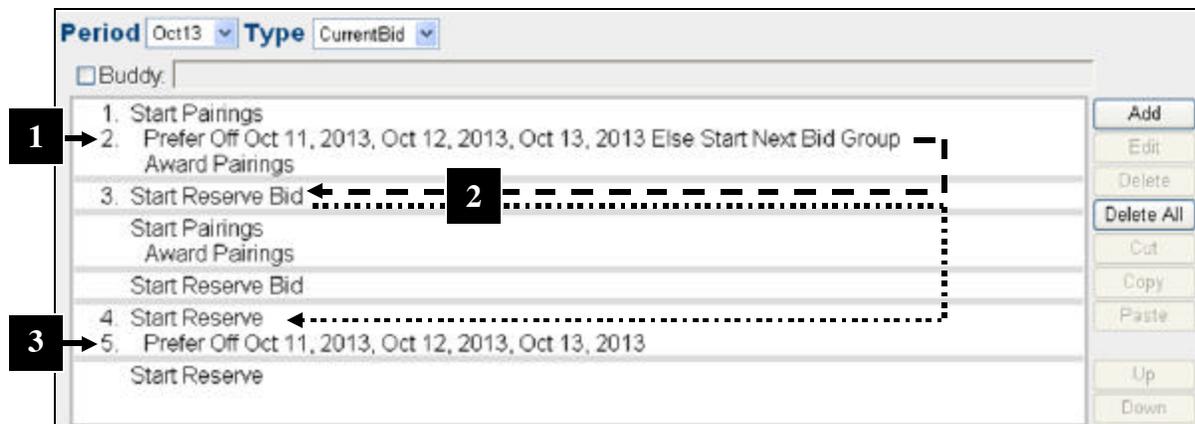


In the Start Bid Groups tab you will have the option of adding a new bid group. The Start Pairings bid group option has been reviewed so in this section we will review the specific bid groups associated with a reserve bid.

2 – Start Reserve Bid:

Although Start Reserve Bid is found in the Start Bid Group tab it does not behave as a bid group in that you may not add bid lines into a Start Reserve Bid bid group. If encountered by PBS, in the process of awarding you a block, the Start Reserve Bid bid group directs PBS to your first Start Reserve bid. Using the Start Reserve Bid is usually used as part of a bidding strategy that forces PBS to read and assign you a Reserve block at one point in your bid vs attempting every possible effort to award you a Pairings block. When using the Start Reserve Bid bid group you should also be adding at least one Start Reserve bid group.

This example highlights one possible use of Start Reserve Bid is requesting specific days off in your Pairings bid [1] and if this is not possible to force PBS [2] to then proceed to your Reserve bid where you would again request the same days off [3].



The example above is only to illustrate the use of the Start Reserve Bid bid group and not necessarily a sound bidding strategy.

Section 5 – Creating and Editing Bids

You may attach a **Max Above X** option [1] (X is the value that you enter) to the Start Reserve Bid bid group. The *Else Start Next Bid Group* option is added automatically when you use Max Above. This indicates that you want a reserve block, but only if the amount of reserve blocks already awarded is less than the amount you entered [2]. If this number has not been met the PBS Scheduler moves to the next bid group.

Using the value “0” (zero) means that no reserve blocks have been awarded to any senior bidder in your classification at you base to anyone at this point; you would be the first person on reserve.

Using the value “1” (one) means that **UP TO** one reserve block has been awarded to a senior bidder in your classification at you base at this point; you would be the first or second person on reserve.

Using the value “2” (two) means that **UP TO** two reserve blocks have been awarded to senior bidders in your classification at you base at this point; you would be the first, second or third person on reserve, etc.



Example:

Start Reserve Bid Max Above 4 Else Start Next Bid Group

- In this example you have indicated that if no more than four (4) reserve blocks have already been awarded, PBS will be directed to your first Start Reserve bid group.
- In this example, if five (5) or more reserve blocks have already been awarded PBS will award PBS will continue to the next bid group, in this example a Start Pairings bid group requesting weekends off.



The example above is only to illustrate the use of Max Above and not necessarily a sound bidding strategy.

Section 5 – Creating and Editing Bids

3 – Start Reserve:

Add a Start Reserve bid group to your bid. Start Reserve bid groups are always placed at the bottom of your bid sheet. You must have a Start Reserve bid group in order to enter reserve bid lines.

Within your Reserve bid group, each bid line has a different function:



- **Prefer Off** bid lines request days or dates off during the bid period, and exclude days from consideration to be on reserve.
- **Set Condition** bid lines request a block that contains a specific pattern of days on and days off and/or the number of Guaranteed Days Off (GDO).
- **Waive** bid lines instruct PBS to ignore the blocking rules regarding 1 day off in 7 or 4 days off in 14. You may only waive one of these rules in a Start Reserve bid group.



Only the bid line options available for the selected bid group will be displayed. The options shown above [1] are available from a Start Reserve bid group.

Section 5 – Creating and Editing Bids

Prefer Off Bid Line Options

Prefer Off bid lines request dates or days off during the bid period. You can select days of the week, specific dates or ranges of dates, weekends, and times of day that you want to be free of duty.

Prefer Off bid lines remove pairings from the available pairing pool for consideration at lower Award bid lines within your bid.

List of Dates:

Specify date(s) that you prefer to have off in the order of priority (order that they are selected)

The screenshot shows a software interface for configuring a 'Prefer Off' bid line. At the top, there are four tabs: 'Start Bid Group', 'Prefer Off', 'Set Condition', and 'Waive'. The 'Prefer Off' tab is active. Below the tabs, there is a section titled 'Prefer Off' with an 'Add' button. Underneath, there is a 'List of Dates' section containing three calendar grids for September 2013, October 2013, and November 2013. The October 20th is highlighted in blue. Below the calendars, there are four options: 'Range of Dates' (radio button), 'Weekends' (radio button), 'All or Nothing' (checkbox), and 'Else Start Next Bid Group' (checkbox). An 'Add' button is located at the bottom right of the configuration area.

Selecting dates and days in a Start Reserve Prefer Off bid line is similar to the Start Pairings Prefer Off bid line. Please refer to the Start Pairings Prefer Off bid line information elsewhere in this guide.

One difference between the Start Pairings Prefer Off bid line and the Start Reserve Prefer Off bid line is that the Start Reserve Prefer Off bid line does not allow you to select a time range. Since reserve days are calendar days, no time range off is possible.



Remember: If required through Denial Mode, PBS denies the last day selected and so on.

Section 5 – Creating and Editing Bids

Set Condition

1 – Pattern:

Pattern bidding is primarily for those who want some cadence (pattern) in their schedule. The Pattern bid is usually placed at the top of your bid group. With a Pattern condition bid, PBS will try and build your block around a set of days on (pairings) and off. The Pattern condition will take precedence over your bid disallowing even Prefer Off and Avoid bid lines in order to honour the pattern so it is important to consider what type of pairings (their credit, duration, etc.) and the number of days on or off that you can likely hold at your seniority.

- A pattern bid may be placed anywhere in a Start Reserve bid group.
- Specify the number of days on reserve (between X and Y) and the minimum days off following that pattern request.
- Time Off requests are considered in the order that they appear on your bid, however if they do not allow for the specified pattern to be awarded, the pattern will take priority and all or some of your days off will not be honoured.
- You should consider the number of days in the block month as well as the required number of days off when defining your pattern.

Set Condition Pattern bid example:

10. Start Reserve
11. Set Condition Pattern Between 3 and 4 Days On, with 3 Days Off (Minimum)
12. Prefer Off May 16, 2013, May 17, 2013, May 18, 2013

Using the example above, without any other Time Off requests, PBS may award you a pattern like this:

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	31	
C	C	C				R	R	R	R				C	C	C	C				R	R	R	R						C	C	C

If PBS cannot build you the pattern that you request, then no pattern will be awarded and PBS will use your Time Off request(s) to build your reserve.

The Pattern bid in a Start Reserve bid group is similar to the Pattern bid in the Start Pairings bid group. Please refer to the Pattern bid in the Start Pairings section in this guide.

Section 5 – Creating and Editing Bids

2 – GDO Condition:

A full reserve block will have 13 days off. In months where the block month is 33 days, this number increases to 14. These days off are a mix of GDOs (Guaranteed Days Off) and RDOs (Regular Days Off). A GDO day is a day where you cannot fly. RDO (or “Grey Days”) are days off which may be flown into. More information on this is available in the Collective Agreement between Air Canada and CUPE.

Start Bid Group Prefer Off Set Condition Waive

Set Condition Add

Pattern

GDOCondition

5 Set Condition Maximum 2 GDOs **6**

Consecutive Days Off

Days Off With Employee

Days Off Opposite Employee

Add

- The Set Condition Maximum GDO bid line does not award any days off. This bid line serves as a “global condition” to PBS as it completes the awarding process of your reserve block (if applicable).
- Request the maximum number of GDOs (Guaranteed Days Off) for the month.
- Depending on your bid and award, you may be awarded less than the maximum.
- Minimum 2 – maximum 11. If nothing is specified then the default is 6.
- You may have a maximum of 3 groups of GDOs.
- GDO groups are determined by your Time Off requests. The first set of uninterrupted calendar days off requested will be the first group, etc.
- GDOs are assigned after PBS has awarded you your (Time Off and) C and R days.
- GDOs need not occupy the entire set of days off.
- The *Set Condition Maximum GDOs* bid line may be moved anywhere in a Start Reserve bid group.
- A GDO Condition bid is tied to your Prefer Off bid line(a) in your Start Reserve bid group. GDOs are awarded after your Reserve block is built from the Reserve days you were awarded.
- You may be awarded up to 3 sets of GDOs in a Reserve block.

After your bid has been processed and your reserve block has been created, before PBS completes your bid it will then process your Set Condition Maximum GDO bid line (if applicable).

Using the pattern of days on and days off (creating “sets” of days off) PBS will, using your Prefer Off bid line(s), begin assigning GDOs by converting a day off into a GDO.

Section 5 – Creating and Editing Bids

Reserve Award Order:

When Reserve is requested or assigned:

1. Where no pattern is requested, PBS will read your Prefer Off bid lines and award these first where possible.

Where a pattern is requested, PBS will read your first Prefer Off request and attempt to create a pattern. Other Prefer Off requests are read and are used if they fit within the pattern criteria.

2. Once your days off have been awarded, PBS will then assign “R” and “C” days. Sets of “R” and “C” days are alternated throughout your Reserve. The first set will be the opposite of the person awarded Reserve before you.
3. The final steps in the process are the assignment of GDOs. As mentioned earlier, GDOs are assigned according to your Prefer Off requests and may occupy a maximum of 3 sets of days off. If the number of GDOs assigned is less than the minimum requested, PBS will start assigning them at the first set of GDOs awarded.

GDO Condition bid example:

10. Start Reserve
11. Set Condition Maximum 11 GDOs
12. Prefer Off July 24, 2013, July 25, 2013, July 26, 2013, July 27, 2013
13. Prefer Off July 31
14. Prefer Off July 19, 2013, July 20, 2013
15. Prefer Off July 11, 2013, July 12, 2013, July 13, 2013, July 14, 2013
16. Prefer off July 05, 2013, July 06, 2013

- In this example PBS will convert July 24 (if awarded as a day off) into a GDO. Then July 25 if possible. PBS gives preference from left to right when awarding GDOs.
- PBS stops converting days off into GDOs once it has either met the maximum number indicated OR has maxed out the 3 possible sets of days off.

In this example, we will say that PBS can honour all of your Prefer Off requests. With a MAXIMUM of 3 sets of GDOs, assigned according to this bid, PBS would have assigned:

Prefer Off July 24, 25, 26, 27	SET 1 (cumulative GDOs total 4)
Prefer Off July 31	SET 2 (cumulative GDOs total 5)
Prefer Off July 19, 20	SET 3 (cumulative GDOs total 7)
Prefer Off July 11, 12, 13, 14	Not part of any set, not assigned as GDOs
Prefer Off July 05, 06	Not part of any set, not assigned as GDOs

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	29	30	31
R	R	R	R			C	C	C	C					R	R	R	R	G	G	C	C	C	G	G	G	G	R	R	R	G

In this example, even with 11 GDOs requested and following the Prefer Off requests, only 7 GDOs could be honoured within the maximum of 3 sets of days off.

Section 5 – Creating and Editing Bids

GDO Condition bid example:

8. Start Reserve
9. Set Condition Maximum 11 GDOs
10. Prefer Off October 24, 25, 26, 27
11. Prefer Off October 14, 15, 16, 17
12. Prefer Off October 3, 4, 5
13. Prefer Off October 9, 10

1. Your Reserve block is created (days off are assigned, working days are added around awarded days off)

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	29	30	31
R	R	R	R			C	C	C	C					R	R	R	R			C	C	C					R	R	R	

2. PBS begins to assign GDOs according to your Set Maximum GDO bid line and Prefer Off bid lines

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	29	30	31
R	R	R	R			C	C	C	C					R	R	R	R			C	C	C	G	G	G	G	R	R	R	

1	2	3	4
SET 1			

3. PBS continues to assign GDOs according to your Set Maximum GDO bid line and Prefer Off bid lines

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	29	30	31
R	R	R	R			C	C	C	C				G	R	R	R	R			C	C	C	G	G	G	G	R	R	R	

5
SET 2

1	2	3	4
SET 1			

4. PBS continues to assign GDOs according to your Set Maximum GDO bid line and Prefer Off bid lines

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	29	30	31
R	R	R	R	G		C	C	C	C				G	R	R	R	R			C	C	C	G	G	G	G	R	R	R	

6
SET 3

5
SET 2

1	2	3	4
SET 1			

5. Three sets of GDOs have been established. PBS continues to assign GDOs according to your Set Maximum GDO bid line and Prefer Off bid lines now moving “left to right” on your block

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	29	30	31
R	R	R	R	G	G	C	C	C	C				G	R	R	R	R			C	C	C	G	G	G	G	R	R	R	

6	7
SET 3	

5
SET 2

1	2	3	4
SET 1			

6. Three sets of GDOs have been established. PBS continues to assign GDOs according to your Set Maximum GDO bid line and Prefer Off bid lines now moving “left to right” on your block

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	29	30	31
R	R	R	R	G	G	C	C	C	C				G	R	R	R	R			C	C	C	G	G	G	G	R	R	R	

6	7
SET 3	

8	9	10	5
SET 2			

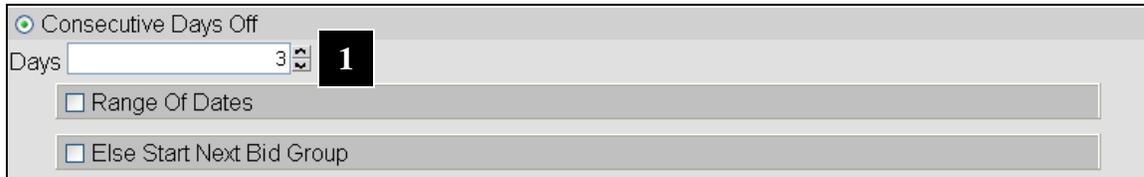
1	2	3	4
SET 1			

In this example PBS could not honour all of your Prefer Off requests. PBS will then begin converting RDOs to GDOs following your Prefer Off requests, After PBS has assigned your GDOs on October 24, 25, 26, 27, 14, 05. PBS will continue to assign up to the 11 requested and in this case, you would also be assigned GDOs on October 06, 11, 12 and 13 for a total of 10 GDOs.

Section 5 – Creating and Editing Bids

3 – Consecutive Days Off:

The main purpose of *Set Condition Consecutive Days Off* is to allow you to request a set number of consecutive days off [1] in the block month or within a specific range of dates. *Set Condition Consecutive Days Off* bid line(s) will be placed at the top of your bid since PBS must use it as it awards you your block. Unlike other Set Condition bid lines, you may place more than one *Set Condition Consecutive Days Off* bid line in each of your Start Pairings groups.

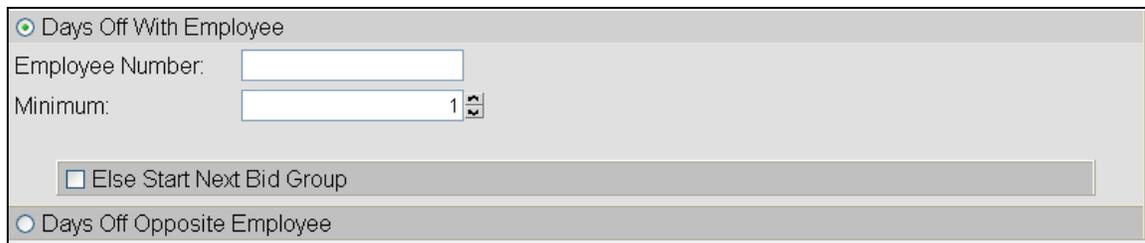


The screenshot shows a form titled "Consecutive Days Off" with a radio button selected. It includes a "Days" field with a dropdown menu set to "3" and a black box containing the number "1". Below this are two unchecked checkboxes: "Range Of Dates" and "Else Start Next Bid Group".

The Consecutive Days Off bid in a Start Reserve bid group is similar to the Consecutive Days Off bid in the Start Pairings bid group. Please refer to the Consecutive Days Off bid in the Start Pairings section in this guide.

4 – Days Off With/Opposite Employee:

The main purpose of this bid line is to allow you to have a number of days off with (same as) or opposite (different than) another employee. In all cases, it is the junior employee (or the F/A in the case of I/C and F/A) who would use this bid line. This bid line will also be considered if one employee is awarded a block and the other reserve (or vice versa). *Set Condition Days Off With* or *Set Condition Days off Opposite* will be placed at the top of your bid so that PBS can use it as it awards you your block.



The screenshot shows a form titled "Days Off With Employee" with a radio button selected. It includes an "Employee Number" text field, a "Minimum" field with a dropdown menu set to "1", and an unchecked checkbox labeled "Else Start Next Bid Group". At the bottom, there is a radio button for "Days Off Opposite Employee".

Only one of these bid lines (either *With* or *Opposite*) may be used in a bid group and only one employee (number) may be specified. When using the bid lines in different bid groups, the specific information need not be the same; i.e. you may specify *Set Condition Days Off With Employee 012345...* in one bid group and *Set Condition Days Off Opposite Employee 098765...* in another bid group.

- Days Off With/Opposite will also consider the senior's award even if they are awarded a Pairings block.
- You cannot bid for Days Off With/Opposite an employee that is more junior than you. The most junior crewmember must use the bid.

The Days Off With/Opposite bid in a Start Reserve bid group is similar to the Consecutive Days Off bid in the Start Pairings bid group. Please refer to the Consecutive Days Off bid in the Start Pairings section in this guide.

Section 5 – Creating and Editing Bids

Waive

Wave bids instruct PBS to not apply awarding a rule specifically concerning the number of required days off in a range of calendar days. Once waived, the rule is not used for your entire award. If a rule is not waived then they must apply to the award and can not be denied by PBS. The 7 and/or 14 day period is a sliding one and does not necessarily begin at the start or end of a pairing or block month.

These rules protect you from being forced, through Coverage Awards and daily reserve requirements set, to work too many days in succession. This is very important for junior reserves, especially in “high demand periods” like the end of December and/or the beginning of January1.

- Wave rules do not prevent Coverage Awards
- Wave rules are considered during the coverage award process.
- You may only waive one rule in a Start Reserve bid group.

1 Day Off in 7 [1]:

- Tells PBS that you want to waive the required 1 day off in a 7 day period.
- The Waive bid line will be placed at the top of your bid.

4 Days Off in 14 [2]:

- Tells PBS that you want to waive the required 4 days off in a 14 day period.
- The Waive bid line will be placed at the top of your bid.

The screenshot shows a web interface with a tabbed menu at the top containing 'Start Bid Group', 'Prefer Off', 'Set Condition', and 'Waive'. The 'Waive' tab is active, displaying a section titled 'Waive'. Below this title are two radio button options: '1 Day Off in 7' and '4 Days Off in 14'. The first option is selected. A black box with the number '1' is positioned to the left of the first option, and a black box with the number '2' is positioned to the left of the second option. Each option has an 'Add' button to its right.



The 1/7 and 4/14 rules also apply from block to block, reserve to block, block to reserve. If waived then they also apply to your previous history (activity in the preceding block month at the time PBS bidding is closed), including overlaps and/or other activities during the bid month. If these rules are NOT waived, then you MUST have at least 1 day off after 6 (1/7) days on and 4 days off during any 14 day period (4/14).



Remember, waiving the 1/7 rule also allows you to be unstacked for more than 6 working days in a row ANYWHERE in the block month and/or the previous month overlap.

Remember, waiving the 4/14 rule also allows you to be unstacked with less than 4 days off in 14 ANYWHERE in the block month and/or the previous month overlap.

Section 5 – Creating and Editing Bids

Examples of possible reserve blocks (with a waived rule):

Waiving the “1/7”:

1. You can be on reserve for a maximum of 10 consecutive days. The next 4 days you must be off because of the 4 and 14:

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	29	30	31
R	R	R	R	R	R	R	R	R	R					C	C	C	C	C	C	C	C									
14-Day Range																														
14-Day Range																														
14-Day Range																														
14-Day Range																														

Etc.

2. You could request up to a maximum of 13 consecutive days off only if:

- - They are in the middle of the month; and
- - You are off 4 out of 5 days at the end of the previous month; and
- - You are not awarded for Coverage on any of the 13 consecutive days off.

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	29	30	31
R	R	R	R	R	R	R	R	R	R													C	C	C	C	C	C	C	C	C

3. You could request 9 consecutive days off at the beginning (below) or end (see example 1) of the month.

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	29	30	31
									R	R	R	R	R	R	R							C	C	C	C	C	C	C	C	C

Waiving the “4/14”:

1. You may have up to a maximum of 9 consecutive days off.

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	29	30	31
R	R	R	R	R	R			C	C	C	C	C	C			R	R	R	R	R	R									

Or

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	29	30	31
									R	R	R	R	R	R			C	C	C	C	C	C			R	R	R	R	R	R

Please keep in mind that there are factors that may permit or prevent the above examples:

- How crew members on reserve more senior to you bid their time off.
- The daily reserve requirements that are set by Air Canada. (Are you senior enough to hold the days off requested?)
- The reserve blocking rules.
- Your work history (days on, days off) from the previous month.

Section 5 – Creating and Editing Bids

Help Function

PBS has its own help function available from the Help button [1]. Clicking on Help will open up another window on your screen which allows you to look through the contents [2] and index [3]. You may use the search function [4] to search for phrases or words. A glossary [5] is also available. Several of the pages have links [6] which bring you to other sections of the help guide.

1

2 3 4 5

6



The PBS online help guide was created by Navtech and is a generic guide. As there are other airlines that use the Navtech PBS there may some terms used that may be different to those commonly used at Air Canada. Also, the guide may refer to functions that are not used at Air Canada.

Section 5 – Creating and Editing Bids

Editing Bids

Bid lines, once added to your bid sheet, may be edited, deleted, cut, copied, pasted and moved.

From a bid sheet with no bid lines selected you have the option to either Add a bid line or Delete All bid lines. The buttons that allow you to perform any of these functions are listed to the right of your bid sheet [1].

The screenshot shows a bid sheet interface. At the top, there are dropdown menus for 'Period' (set to Oct13) and 'Type' (set to CurrentBid). Below these is a 'Buddy' checkbox. The main area contains a list of 15 bid lines, including 'Start Pairings', 'Prefer Off', 'Avoid Pairings', 'Award Pairings', 'Forget 3', 'Redo From 4', 'Start Reserve Bid', 'Start Reserve', and 'Set Condition'. To the right of the list is a vertical toolbar with buttons: Add, Edit, Delete, Delete All, Cut, Copy, Paste, Up, and Down. A 'Submit All Bids' button is at the bottom right. Two callout boxes are present: one labeled '1' pointing to the 'Add' button, and another labeled '5' pointing to the 'Delete All' button.

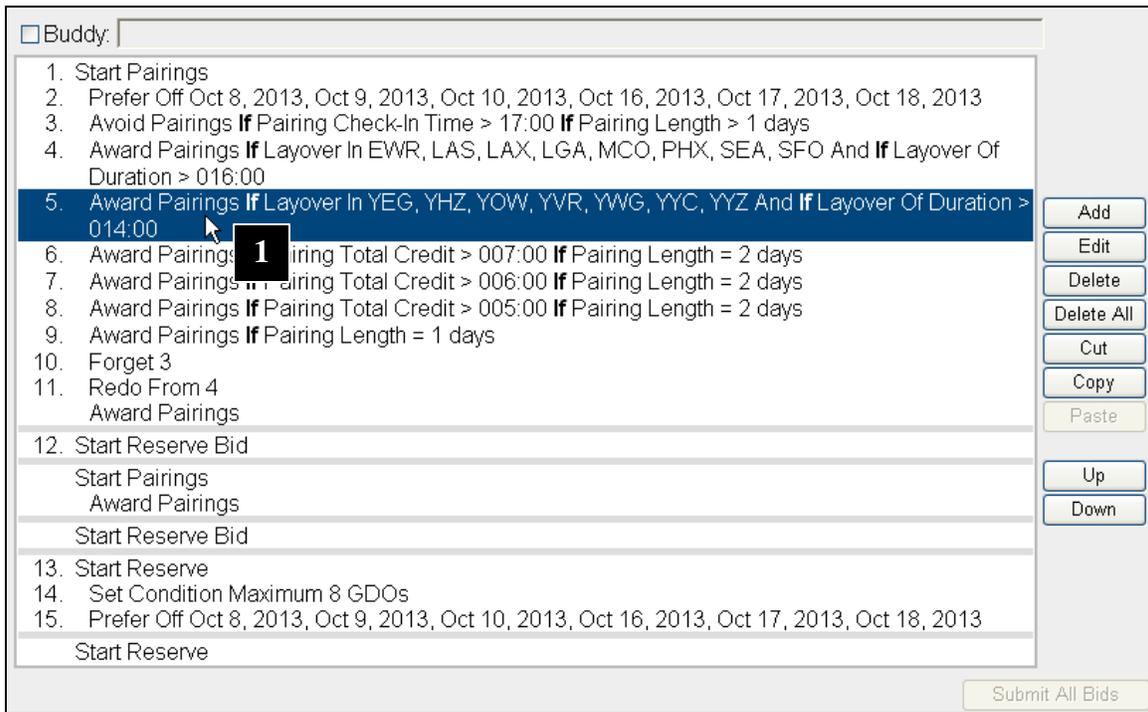
If you select Add from a bid sheet with no bid lines selected (as above) then PBS will present you with the bid line options applicable to your last bid group. In this example your last bid line is bid line 15, a Reserve bid line. therefore PBS would present you with the following Reserve bid line options:

The screenshot shows a dialog box titled 'Prefer Off'. At the top, there are four tabs: 'Start Bid Group', 'Prefer Off', 'Set Condition', and 'Waive'. The 'Prefer Off' tab is selected. Below the tabs, there are five radio button options: 'List of Dates', 'Range of Dates', 'Weekends', 'All or Nothing', and 'Else Start Next Bid Group'. There are 'Add' buttons at the top right and bottom right of the dialog.

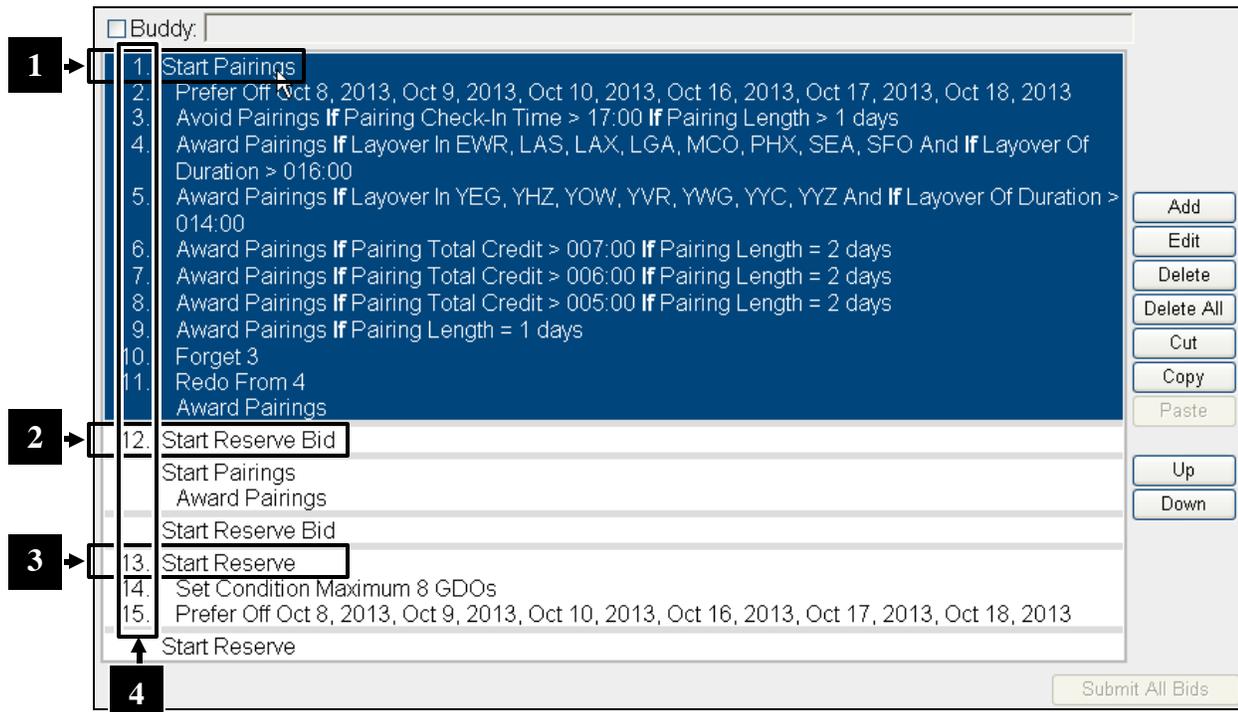
The Delete All button deletes the entire bid sheet that is displayed. If you are displaying your Current bid sheet, then that is the bid sheet that will be deleted, Your Default and Training bid sheets will remain the same. Etc.

Section 5 – Creating and Editing Bids

To better control bid line editing you should consider selecting a bid line. To select a bid line you place your mouse cursor on the bid line [1] and click on the left mouse button.



To select an entire bid group click on the Start Pairings [1], Start Reserve Bid [2] or Start Reserve [3] bid line at the top of the bid group. Only bid groups that you have added (bid groups with bid line numbers [4]) may be edited.



Section 5 – Creating and Editing Bids

Once a bid line, or bid group, has been highlighted, the applicable buttons will become active. You may select multiple bid lines by holding the Ctrl key on your keyboard as you click on the bid lines, or bid groups, that you want to highlight.

- Add:** add a new bid line, or bid group, **below** the highlighted bid line
- Edit:** edit the highlighted bid line (you may only edit one bid line at a time)
- Delete:** delete the highlighted bid line(s), or bid group(s)
- Delete All:** delete all the bid lines AND bid groups in this bid sheet (only the active bid sheet, Current, Default or Training)
- Cut:** delete the highlighted bid line(s), or bid group(s) and save to memory (only one the last cut bid line(s), or bid group(s) will be saved in memory)
- Copy:** copy the highlighted bid line(s), or bid group(s) to memory (only one the last copied bid line(s) will be saved in memory)
- Paste:** paste the bid line(s), or bid group(s), in memory below the highlighted bid line. The Paste button will only be displayed only after a bid line has been cut or copied.
- Up:** move the highlighted bid line(s), or bid group(s), up by one
- Down:** move the highlighted bid line(s), or bid group(s), down by one

When editing a bid line the original criteria are displayed. When you are finished editing the bid line click on either of the edit [1] buttons to save your changes.

Start Bid Group Prefer Off Award Pairings Avoid Pairings Instruction Set Condition Waive

Avoid Pairings Edit 1

- All Aircraft Type
- Any Aircraft Type
- Allowance Amount
- Average Daily Credit
- Layover
- Position
- Sit Length
- TAFB
- Pairing Check-In Time
 - After > 17:00
- Pairing Check-Out Time
- Pairing Total Credit
- Pairing Length
 - Greater Than > 1 days
- Pairing Number
- Else Start Next Bid Group

Edit 1



The *Delete All* button deletes the entire bid sheet that is displayed. If you are displaying your Current bid sheet, then that is the bid sheet that will be deleted, Your Default and Training bid sheets will remain the same. Etc.

Section 5 – Creating and Editing Bids

Your previous bid sheets are saved by PBS. This means that you may copy bid lines, or bid groups, from past bid periods (either Current, Default or Training) into the Current, Default or Training bids for the current month. Using the drop down list of past bid periods [1] you may select a prior bid period and then the type of bid [2] (Current, Default or Training).

The screenshot shows the PBS bidding interface. At the top, there are two dropdown menus: 'Period' and 'Type'. The 'Period' dropdown is open, showing a list of bid periods from Apr12 to Oct13. The 'Type' dropdown is set to 'CurrentBid'. A list of bid lines is displayed below, with various conditions and pairings. A 'Copy' button is visible on the right side of the interface.

In this example we will access our May 2013 [3] bid sheet.

The selected bid sheet for the period and type selected will be displayed. Click on the bid line(s) or bid group(s) that you want to copy. Once anything is selected the Copy button [4] becomes available.

The screenshot shows the PBS bidding interface for the selected bid sheet. The 'Period' dropdown is set to 'May13' and the 'Type' dropdown is set to 'CurrentBid'. The interface displays a list of bid lines for May 2013. A warning message 'Bidding Closed For May13' is shown at the top. A 'Copy' button is visible on the right side of the interface.

In the example above we have selected an entire bid group that we may then paste into our current bid period bid sheet.



PBS will display a warning message at the top of a previous bid period's bid sheet indicating that the bid period for that bid has closed [5]. Bid sheets from previous bid periods may not be edited.



You may copy bid lines or bid groups between similar bid sheets: Current to/from Default. Training bid lines may not be copied to/from Current/Default bid sheets.

Section 5 – Creating and Editing Bids

Bidding Examples



Any examples shown are to highlight the use of Bid Groups and some basic strategies and not necessarily sound or recommended bidding strategies.

EXAMPLE A:

I am fairly junior and prefer a block. I want December 24, 25 and 26 off but if I am affected by Coverage or Denial Mode for any of those dates I want reserve where I will ask for the same days off.

1. Start Pairings
2. Prefer Off Dec 24, 2013, Dec 25, 2013, Dec 26, 2013 Else Start Next Bid Group
3. Award Pairings If Layover In BRU, CDG, FRA, GVA, LHR
4. Avoid Pairings If Landings In YQR
5. Award Pairings If Layover Of Duration > 016:00 If Pairing Length < 3 days Award Pairings
6. Start Reserve Bid
Start Pairings
Award Pairings
Start Reserve Bid
7. Start Reserve
8. Prefer Off Dec 24, 2013, Dec 25, 2013, Dec 26, 2013
Start Reserve

- I will first create a **Start Pairings** bid group
- Then I will add a *Prefer Off* bid line with **ESNBG** for the Dec 24, 25 and 26 (if ANY of these dates is part of a Coverage Award or Denial Mode)
- I will add other *Award Pairings*, *Prefer Off* and/or *Avoid Pairings* bid lines as I choose
- Since I added an **ESNBG** to this bid group and my strategy is for PBS to go to my reserve bid if **ESNBG** is triggered, I will add a **Start Reserve Bid** bid group. Remember, this bid group will only be used if **ESNBG** is triggered from bid line 2
- Since I am directing PBS to award me reserve if the **ESNBG** is triggered, I should add a **Start Reserve** bid group
- In my **Start Reserve** bid group I will also request Dec 24, 25 and 26 off

Section 5 – Creating and Editing Bids

EXAMPLE B:

I am fairly senior and can usually hold overseas. For my “ideal block” for this month I want overseas departing on Sundays. I like to have as much of the weekend off. To complete my block, if necessary, I want 1-day pairings starting with more productive to less productive. If I can not have this type of complete block then erase everything and try something else. My second “ideal block” would be weekends off and 1-day pairings starting with more productive to less productive with some 2-day pairings with a layover in if needed. If I can not have all of my weekends off then I want to erase everything and try something else. My last “ideal block” is overseas on any day of the week. To complete my block, if necessary, I want 1-day pairings starting with more productive to less productive.

1. Start Pairings
2. Award Pairings If Departing On Sunday If Layover In BRU, CDG, FRA, GVA, LHR
3. Award Pairings If Pairing Total Credit > 010:00 If Pairing Length = 1 days
4. Award Pairings If Pairing Total Credit > 009:00 If Pairing Length = 1 days
5. Award Pairings If Pairing Total Credit > 008:00 If Pairing Length = 1 days
6. Award Pairings If Pairing Total Credit > 007:00 If Pairing Length = 1 days
7. Award Pairings If Pairing Total Credit > 004:00 If Pairing Length = 1 days
8. Clear Schedule and Start Next Bid Group Award Pairings
9. Start Pairings
10. Prefer Off Weekends Else Start Next Bid Group
11. Award Pairings If Pairing Total Credit > 010:00 If Pairing Length = 1 days
12. Award Pairings If Pairing Total Credit > 009:00 If Pairing Length = 1 days
13. Award Pairings If Pairing Total Credit > 008:00 If Pairing Length = 1 days
14. Award Pairings If Pairing Total Credit > 007:00 If Pairing Length = 1 days
15. Award Pairings If Layover Of Duration > 016:00 If Pairing Length < 3 days
16. Award Pairings If Layover Of Duration > 010:00 If Pairing Length < 3 days
17. Award Pairings If Pairing Total Credit Between 004:00 And 007:00 If Pairing Length = 1 days Award Pairings
18. Start Pairings
19. Award Pairings If Layover In BRU, CDG, FRA, GVA, LHR
20. Award Pairings If Pairing Total Credit > 010:00 If Pairing Length = 1 days
21. Award Pairings If Pairing Total Credit > 009:00 If Pairing Length = 1 days
22. Award Pairings If Pairing Total Credit > 008:00 If Pairing Length = 1 days
23. Award Pairings If Pairing Total Credit > 007:00 If Pairing Length = 1 days
24. Award Pairings If Pairing Total Credit > 004:00 If Pairing Length = 1 days Award Pairings
Start Pairings
Award Pairings
Start Reserve Bid
Start Reserve

- I will first create a **Start Pairings** bid group
- Then I will add an *Award Pairings* bid line for my overseas departing on Sundays
- I will add more *Award Pairings* bid lines for my fillers
- As I want all of this or nothing, I will add the **CSSNBG** instruction to direct PBS to my next bid group if I do not have a legal block by this point
- Since I added **CSSNBG** to this bid group, following my bidding strategy I will create a second **Start Pairings** bid group
- In my second **Start Pairings** bid group I will add my *Prefer Off* bid line requesting weekends **ESNBG**
- I will add my *Award Pairings* bid lines
- Since I added an **ESNBG** to this bid group, following my bidding strategy I will create a third **Start Pairings** bid group
- In my third, and last in this case, **Start Pairings** bid group I will add the necessary *Award Pairings* bid lines

Section 5 – Creating and Editing Bids

EXAMPLE C:

I want reserve over a block. My first “ideal reserve block” has Dec 24, 25, 26, 27 and 23 in that order. If I am affected by Coverage or Denial Mode for Dec 24, 25 or 26 then I don’t want any and try something else. In my second “ideal reserve block” I want Dec 24 and 25 off AND I want a pattern of between 3 and 5 days on with a minimum of 2 days off. If I can not have any of these then I will try another strategy. In my third “ideal reserve block” I want Dec 24 and 25 off. If I can not have any of these then I will try a last (in this case) strategy. My fourth “ideal reserve block” is to get as much of Dec 24, 25, 26, 27 and 23 off (in that order).

1. Start Reserve Bid
Start Pairings
Award Pairings
Start Reserve Bid
2. Start Reserve
3. Prefer Off Dec 24, 2013, Dec 25, 2013, Dec 26, 2013 Else Start Next Bid Group
4. Prefer Off Dec 27, 2013, Dec 23, 2013
5. Start Reserve
6. Prefer Off Dec 25, 2013, Dec 24, 2013 Else Start Next Bid Group
7. Set Condition Pattern Between 3 and 5 Days On, with 2 Days Off (Minimum) Else Start Next Bid Group
8. Start Reserve
9. Prefer Off Dec 25, 2013, Dec 24, 2013 Else Start Next Bid Group
10. Start Reserve
11. Prefer Off Dec 24, 2013, Dec 25, 2013, Dec 26, 2013, Dec 27, 2013, Dec 23, 2013
Start Reserve

- I will first create a **Start Reserve Bid** bid group as my first bid group forcing PBS to go to my first **Start Reserve** bid group
- Since I used **Start Reserve Bid**, following my bidding strategy I will create my first **Start Reserve** bid group
- I will add my *Prefer Off* bid line asking for Dec 24, 25, 26 **ESNBG** and my other *Prefer Off* bid line with my other day off request
- Since I added **ESNBG** to this bid group, following my bidding strategy I will create a second **Start Reserve** bid group
- In my second **Start Reserve** bid group I will add my *Prefer Off* bid line requesting Dec 25 and 24 **ESNBG** as well as my *Pattern* request asking for between 3 and 5 days on with a minimum of 2 days off **ESNBG**
- Since I added **ESNBG** to this bid group, following my bidding strategy I will create a third **Start Reserve** bid group
- In my third **Start Reserve** bid group I will add my *Prefer Off* bid line requesting Dec 25 and 24 **ESNBG**
- Since I added **ESNBG** to this bid group, following my bidding strategy I will create a fourth **Start Reserve** bid group
- In my fourth and (in this case) last **Start Reserve** bid group I will add my *Prefer Off* bid line requesting Dec 24, 25, 26, 27 and 23 (in that order)

Section 5 – Creating and Editing Bids

EXAMPLE D:

I don't care about my flying but I do want all of my weekends off. If I can not have all of my weekends off then I prefer reserve but **ONLY** if I am in the top 4 on reserve to better my chances of still holding weekends off. If I am not in the top 4 on reserve then I will still ask for weekends off but if I lose a few then that is ok. However, I am not willing to do 1-day pairings departing on Saturday or Sunday and if I must then I want reserve where I, again, asked for weekends off.

1. Start Pairings
2. Prefer Off Weekends Else Start Next Bid Group Award Pairings
3. Start Reserve Bid Max Above 3 Else Start Next Bid Group
4. Start Pairings
5. Prefer Off Weekends
6. Avoid Pairings If Departing On Sunday, Saturday If Pairing Length = 1 days Else Start Next Bid Group Award Pairings
7. Start Reserve Bid
Start Pairings Award Pairings
Start Reserve Bid
8. Start Reserve
9. Prefer Off Weekends
Start Reserve

- I will first create a **Start Pairings** bid group where I will add my *Prefer Off* bid line asking for weekends off **ESNBG**
- Since I added **ESNBG** to this bid group, following my bidding strategy I will create a second bid group (**Start Reserve Bid**) which will direct PBS to my first **Start Reserve** bid group but only if I am among the top 4 awarded reserve
- Since I am directing PBS to award me reserve if the **ESNBG** is triggered AND if I am in the top 4 on reserve, I will add a **Start Reserve** bid group where I request weekends off
- If I am not among the top 4 awarded reserve the I will add a second **Start Pairings** bid group
- In my second **Start Pairings** bid group I will still add a *Prefer Off* bid group where I ask for weekends off as well as an *Avoid Pairings* bid line avoiding 1-day pairings departing on Saturdays and Sundays with **ESNBG**. If I am forced on one of this type of pairing then I want reserve.
- I am directing PBS to award me reserve if the **ESNBG** is triggered but I am happy with PBS being directed to the **Start Reserve** bid group that I created earlier

Section 6 – Processing Logic

How PBS Uses Your Pairings Bid Sheet

PBS uses a set of processes to complete your block. These processes are automatic and you do not need to “activate” them through your bid sheet. The goal of PBS is always to award you a block based on your bid sheet that matches your preferences. While doing so the airline’s requirements including pairing and language coverage must also be considered when necessary.

It is important to remember that PBS does not take an “overall” snapshot at your bid sheet and award pairings that it believes matches most of what you are requesting. PBS actually reads your bid sheet line by line executing the instructions one at a time continuing only if necessary.

When PBS is processing your bid it starts at the top of your bid sheet. PBS then reads and executes your bid groups and the bid lines within them one at a time. As PBS reads your bid, within a bid group it will remember all restrictions (negative bid lines) you specify. PBS must honor all **Set Condition**, **Prefer Off** and **Avoid Pairings** bid line 100% unless you later instruct the PBS Scheduler to Forget a bid line, or PBS enters Denial Mode.

When PBS reaches an Award Pairings bid line, it searches the pool of available pairings (now restricted by the removal of pairings by any prior **Prefer Off** and **Avoid Pairings** bid lines) and begins awarding pairings that match this bid line. Each attempt to place a pairing in your block has a rules check performed against it, to ensure that the resulting block is legal.

If PBS has awarded as many pairings that match this Award bid line as it is possible to award (given its awarding processes) and your block is not complete, it moves on to the next bid line. PBS continues to read your bid sheet until it completes your block or reaches the last bid line you entered.

During the awarding process PBS may use an internal process known as **Substitution** where awarded pairing(s) may be removed and replaced by other pairing(s) at the same bid line to better honour Award Pairings bid lines.

If your block is still not complete when PBS reaches the last bid line you entered, it reads the embedded system-generated bid line: Award Pairings and begins to fill your block by awarding any available pairings that respect your Prefer Off and Avoid Pairings bid lines.

Only if your block is still not complete, PBS tries to replace pairings with alternatives that match the same or lower bid preferences and still honor your Set Condition, Prefer Off, and Avoid Pairings bid lines through a process known as **Shuffling**.

For example, As PBS reaches the end of your bid you are below the threshold by 45 minutes. PBS may remove one pairing that matches bid line 6 worth 8 hours and replace it with two pairings that match bid preference 7 worth a total of 10 hours and complete the block.

Section 6 – Processing Logic

How PBS Selects Pairings

PBS finds pairings that match award bid preferences and awards them to a crewmember's block. PBS tries to award pairings that:

- match the bid line and come from a larger stack
- haven't been awarded to anyone else (i.e. are in the pairing pool)
- aren't specifically avoided by the crewmember's bid

For each award bid line, PBS searches for matching pairings in this order:

- available pairings from the pairing pool, with no substitution
 - these are pairings that may be taken from the pairing pool and added to the block without requiring any substitution of other pairings on the block
- pairings on other blocks (swapping) with no substitution
 - these are pairings that may be taken from another block and added to this block without requiring any substitution of other pairings on the block
- available pairings from the pairing pool that need substitution
 - these are pairings that may be taken from the pairing pool and added to the block, but require substitution of another pairing on the block because of a conflict or overlap
- pairings on other blocks (swapping) that need substitution
 - these are pairings that may be taken from another block and added to this block, but require substitution of another pairing on the block because of a conflict or overlap

PBS always tries to find pairings in the pairing pool first, preferably from a larger stack, before trying substitution or swapping, or moving on to shuffling and Denial Mode.

When deciding between multiple pairings that match the same bid preference, PBS looks at the largest stacks first, and then looks for the pairing within the stack that has the largest credit value.

In cases where there are multiple pairings with the same credit value, the PBS Scheduler selects the pairings that has the earliest check-in time.

Blocks can be minimum credit blocks, maximum credit blocks, or normal credit value blocks. Each type of block has its own minimum, target, and maximum credit values. A block is considered complete as soon as it is above either the minimum or target credit for the block type.

Section 6 – Processing Logic

Credit Windows

PBS utilizes three separate Credit Windows for awarding blocks and determines the point where PBS will stop awarding you pairings. The bid lines of the crewmember determine which Credit Window is initially used for bid processing either by using Set Condition Maximum Credit, Set Condition Minimum Credit or none specified. Each Credit Window is comprised of three Credit Values which are utilized by the PBS scheduler in processing the bids.

These windows and values are as follows:

	Minimum Credit		Normal Credit		Maximum Credit	
	80hr Month	85hr Month	80hr Month	85hr Month	80hr Month	85hr Month
Minimum	71	76	71	76	76	81
<i>Threshold</i>	76	81	76	81	78	83
Maximum	80	85	80	85	80	85

For any given completion attempt of your block, PBS awards pairings normally until your total credit is above the Threshold Value for the applicable Credit Window. At this point PBS stops adding pairings and your block is complete. If the Threshold Value is not achieved, but the total credit is above the Minimum Value, your block is considered complete, PBS will not utilize Shuffle or Denial Mode to force your block above the Threshold Value. However, if your block is not above the Minimum Value, PBS will utilize Shuffle and, if necessary, Denial Mode in order to complete your block.



The Credit Window values are current as of the date of publication of this document.

Section 6 – Processing Logic

Minimum Credit:

The Minimum Credit Window is set to five (5) hours from the minimum limit for the month, (71-76 or 76-81). Therefore if you bid Minimum Credit in your bid group, PBS will attempt to honour the window.

A Minimum Credit request will not supersede your bid preferences. It works more like a “switch” that stops PBS from awarding you pairings once the minimum limit has been passed. That is to say, that while pairings are awarded to you as PBS reads your bid lines and while you remain below the minimum credit window for the month, PBS will continue to read your bid lines in priority order and award you pairings according to your bid line requests. Once you approach the minimum credit window, PBS will NOT search for a pairing, or bid line that will just put you over the window. Bidding Minimum Credit does not guarantee that you will have less hours than those junior to you.

Eg: The minimum credit window for month X is 71-76 hours, maximum 80. So far according to your bid lines, PBS has awarded you 65h40. Your next AWARD bid line asks for an overseas. A pairing matching your request is available in the pairings pool with a credit of 14h20. PBS may award you that pairing giving you a total of 80h00. The result is that PBS will have considered having honoured your Minimum Credit request (stopped awarding you once you pass the minimum credit limit).



Set Condition Minimum Credit may be denied for Coverage Awards.



There are months where, in order to meet operational requirements, the number of Minimum Credit bidders must be limited. In this case Minimum Credit bids which cannot be honoured will be treated as a “normal” bid.



For more detailed information on Minimum Credit please refer to the Help section of this guide.

Section 6 – Processing Logic

Maximum Credit:

The Maximum Credit Window is set to four (4) hours from the maximum limit for the month (76-80 or 81-85). Therefore if you bid Maximum Credit in your bid group, PBS will attempt to honour the request even if the use of Denial Mode is required.

The Maximum Credit bid is not a guarantee that you will be awarded a block with more hours than someone junior to you. Maximum Credit instructs PBS to build you a block within 4 hours of the maximum credit for that block month. As always, PBS follows your bid sheet and if at the end of your bid lines you are still not within this window, PBS WILL go into Award Pairings to attempt to bring you within the Maximum Credit Window. If PBS still cannot reach this window, it will then go into “DENIAL MODE”. At this time your “negative” lines (Avoid and/or Prefer Off) will be removed one at a time, from the bottom up, until your block can be built within this window. If, after removing all your negative lines, PBS still can't get you into the window; it will deny the “Maximum Credit” preference and reprocess the remaining bids using the normal award process

Eg: The set maximum credit window for month X is 76 – 80 hours. So far according to your bid lines, PBS has awarded you 74h40. PBS will continue to read your bid and even go to the Award Pairings pool, Denial Mode, etc. to find you enough hours to get your block within the maximum credit window.



This bid is to be used with caution. If your flying preferences are more important to you than credit, then this is may not be an advisable bid.

Section 6 – Processing Logic

Substitution

Substitution replaces a pairing(s) awarded from a higher bid line with a pairing(s) that match the same higher bid line in order to fit pairings from a lower bid line. Many pairings may match a specific bid line, so substitution is used to try different combinations of matching pairings.

For example, PBS is trying to fit a pairing on the block that matches bid preference 3, but the pairing conflicts with a pairing that matches bid line 1. PBS may try to substitute the pairing matching bid line 1 with another pairing that also matches bid line 1 but starts on a different day and doesn't conflict with the pairing that matches bid preference 3. Substitution allows PBS to successfully fit pairings that match both bid lines on the block.

Swapping

Swapping finds pairings already awarded to more senior block holders that would fit on the block being built, and tries to replace the pairings of the more senior block holder with equally desirable pairings from either open time or other blocks.

- pairings can only be removed from another block if an equally desirable substitution (that matches the bid that originally awarded the pairing) can be made
- if a pairing is swapped from a block that is over the Threshold Credit Value, the swap must keep the credit value above the Threshold Value
- if a pairing is swapped from a block that is between the Minimum and Threshold Values, the swap must keep the credit value above the Minimum Credit Value



The pairing(s) swapped from the senior need to match the exact same bid preferences (including honoring any Prefer Off or Avoid Pairings bid preferences), but they don't need to be the same as or equivalent to each other in aspects that the preference did not stipulate.

Swapping Example:

- Bidder A wants 3-day pairings with late pairing check-in times and early pairing check-out times.
- Bidder A is awarded a 3-day pairing with a late check-in time and early check-out time, which happens to have a layover in LAS. Bidder A's block is complete.
- Bidder B wants 3-day pairings with layovers in LAS.
- PBS can't find a pairing in open time to match this bid, but finds the pairing on Bidder A's block. PBS also finds a 3-day pairing in open time with a late check-in time and early check-out time.
- PBS swaps the pairing on Bidder A's block to Bidder B's block and the pairing from open time to Bidder A's block.
- Bidder A is awarded a pairing that matches the bid preference for 3-day pairings with late pairing check-in times and early pairing check-out times. Bidder B is awarded a pairing that matches the bid preference for 3-day pairings with layovers in LAS.

Section 6 – Processing Logic

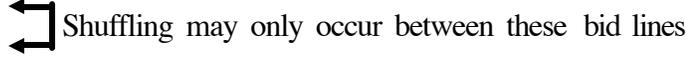
Shuffling

Shuffling looks for different combinations of pairings that satisfy Award Pairings bid lines located below the last negative bid line (Prefer Off or Avoid Pairings). The goal is to complete the block without having to deny any (or additional) bid lines. The result is that crewmembers are awarded pairings that match their Award Pairings bid lines, but not pairings that necessarily match their highest Award Pairings bid lines. The result is a complete block with the understanding that ultimately their higher priority bid lines were honored and as a result.

Shuffling is triggered when your block can't otherwise be completed using your bid lines. This is a last step before Denial Mode.

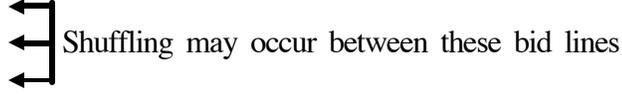
Armed with this knowledge, you may want to consider the order in which your positive and negative bid lines appear in your bid, because shuffling only looks at the pairings awarded by the Award Pairings bid lines that come after the last deniable (negative) bid line.

For example:

1. Start Pairings
 2. Prefer Off X
 3. Award Pairings If A
 4. Avoid Pairings If B
 5. Award Pairings If C
 6. Award Pairings If D
- Award Pairings
- 

If your line is not complete after processing the embedded Award Pairings bid line, PBS would try to exchange pairings awarded by bid line 5 with pairings that could be awarded by bid line 6 in order to avoid having to deny bid line 4.

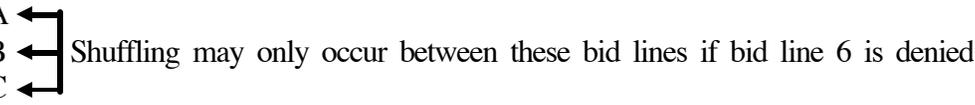
But if the bid was:

1. Start Pairings
 2. Prefer Off X
 3. Avoid Pairings If A
 4. Award Pairings If B
 5. Award Pairings If C
 6. Award Pairings If D
- Award Pairings
- 

PBS would try to exchange any pairings awarded, if necessary, between bid lines 4, 5 and 6 to avoid denying bid preference 3, because all of the Award Pairings bid preferences come after the last Avoid Pairings bid line, which is line 3.

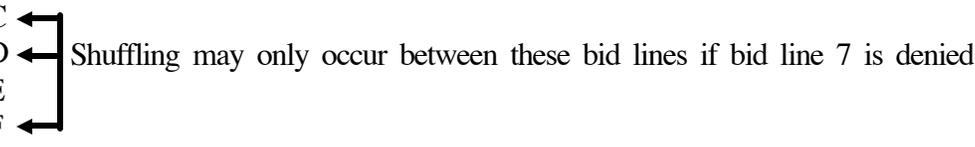
Section 6 – Processing Logic

And if the bid was:

1. Start Pairings
 2. Prefer Off X
 3. Award Pairings If A
 4. Award Pairings If B
 5. Award Pairings If C
 6. Avoid Pairings If D
- Award Pairings
- 

PBS would still try to shuffle, but only within the embedded Award Pairings bid line (it is the only positive bid preference) in order to avoid denying bid line 6. If your line was still not complete after denying bid preference 6, PBS would attempt to exchange any pairings on the line from bid preference 3, 4, and 5, in order to avoid denying bid preference 2.

Once a bid preference is denied, PBS can shuffle Award Pairings bid lines above the denied preference, but not above the remaining negative bid line(s).

1. Start Pairings
 2. Prefer Off X
 3. Award Pairings If A
 4. Avoid Pairings If B
 5. Award Pairings If C
 6. Award Pairings If D
 - ~~7. Avoid Pairings If E~~
 8. Award Pairings If F
- Award Pairings
- 

Bid preference 7 has been denied in the previous completion attempt; in the subsequent completion attempt PBS could shuffle, if necessary, using lines 5, 6 and 8.

Section 6 – Processing Logic

Denial Mode

If shuffling does not produce a complete block, PBS enters **Denial Mode**. In Denial Mode, PBS removes negative bid lines to return pairings back to the pairing pool which were removed by negative bid lines.

Denial Mode is used to remove barriers that permit PBS from awarding you a legal block. These barriers are in the form of negative bid lines such as Prefer Off and/or Avoid If.

If you do not have a legal block once PBS has processed your bid lines, PBS will use the embedded Award Pairings bid line to complete your block. If PBS still cannot build you a legal block it will wipe out all pairings awarded to you, remove the last negative bid line in your bid and start over again now without that bid line.



If the bid line removed is a Prefer Off with multiple dates, then the last date will be removed first followed by the second to last etc. if Denial Mode must continue.

This process continues until a legal block can be awarded or there are no negative bid lines that can be removed. In this case, if PBS is still unable to complete you a legal block, it will use another process known as Secondary Line Generation (SLG). In SLG, PBS will ignore all of your bid lines and attempt to award you a legal block.

Denial Mode handles certain deniable bid lines differently:

- Set Condition and Avoid Pairings bid lines are not used at all, even if you have more than one option on the bid line, such as **Avoid Pairings If Landings in LAX, SFO**.
- Prefer Off bid line options are removed one at a time if you have more than one option on the bid line such as a list of preferred days off. In this case, Denial Mode removes the date at the end of the list first, and works towards the left if it needs to delete additional days or dates.

Section 6 – Processing Logic

PBS tries to award pairings to reach the Target Threshold for the month's Credit Window. However, as long as your block is above the Minimum Value, PBS does not go into Denial Mode to force your block above the Threshold Value.

PBS will abandon the current bid group and move to the next bid group if a bid line with an "Else Start Next Bid Group" or "Clear Schedule and Start Next Bid Group" cannot be honored.

Bid Groups are independent of each other. Bid lines are only relevant for the bid group they are contained in. PBS clears everything (Pairings or Reserve Days) and begins processing the next bid group.

Minimum, Target Threshold and Maximum hours for the bid month are determined and published prior to the bid period and bid opening.

If you request a Minimum credit block (Set Condition Minimum Credit) or a Maximum credit block (Set Condition Maximum Credit), PBS WILL go into Denial Mode if the block is not above the Minimum Value, even though the block may be within the Normal Credit Window.



Remember, requesting a Minimum Credit block is not a guarantee that you will be awarded a block at or near the minimum hours for the block month.

If Denial Mode deletes the Set Condition Minimum/Maximum Credit bid, the next completion attempt reverts to the Normal Credit Window.

Secondary Line Generation (SLG)

If Denial Mode has removed all deniable bid preferences without producing a complete block, PBS tries to create a block using only the Award Pairings bid lines. If PBS still can't create a block, it makes a final attempt using only the embedded Award Pairings bid line. This final attempt, called Secondary Line Generation (SLG), ignores all bid lines and performs an exhaustive search to find you a complete block. If you don't have any deniable bid preferences, Denial Mode goes directly to the final completion attempt and attempts to find you a complete block using SLG.

Section 6 – Processing Logic

Term	Definition
Critical Period	<ul style="list-style-type: none"> a critical period is a specific time period determined by how pairings and rules interact. For example, a critical period may occur from 23:30 Dec 24th to 01:30 Dec 26th
Pairing Stack	<ul style="list-style-type: none"> pairing stacks represent a set of mutually exclusive pairings (only one of these pairings may be held by a crewmember at a time); coverage awarding is triggered when pairings must be forced on crewmembers to avoid too many pairings remaining unassigned during a critical period (based on the maximum stack height setting)
Language Credit Stack	<ul style="list-style-type: none"> language credit stacks represent all of the pairings that require a given language; language credit stacks happen when more language-required credit remain unassigned than can be covered by the remaining language-qualified people language credit stacks are based on the overall language-required credit for the bid period, and are not associated with a specific critical period
Language Pairing Stack	<ul style="list-style-type: none"> language pairing stacks represent a set of mutually exclusive pairings with a shared language requirement; language stacks happen when more pairings requiring the same language remain unassigned during a critical period that can be covered by reserve (based on the maximum stack height setting)

A pairing stack is “triggered” for coverage awards during a pass when PBS calculates that it must attempt to force the stack on every remaining crewmember to avoid having the final number of unassigned pairings operating in a critical period exceed the maximum value set. Once a stack is triggered, PBS needs to eliminate it through the coverage awards process.

To eliminate or reduce stacks, PBS needs to award the pairings in the stacks by assigning them to junior crewmembers, despite those specific preferences that conflict with the pairings that need to be awarded. PBS determines where it needs to start awarding pairings from the stack, and any crewmembers that fall below this point receive a Coverage Award pairing (subject to legalities and pre-awards). Coverage Award pairings are assigned to a block first, before PBS starts to build the rest of a crewmember’s block using their bid. This pairing is marked as an unmovable event, like a pre-award, training or vacation.

PBS tries to find a pairing in the stack that either meets the crewmember’s preferences or conflicts with the least number of Avoid Pairings and Prefer Off bid lines (in order of priority) and also satisfies the crewmember’s Award Pairings bid lines. Basically, if PBS cannot meet all the bid lines, it tries to award each crewmember the pairing that matches as many bid lines as possible.

Because pairings vary in length, and interact with non-overlapping pairings due to legality rules, solving a stack for one particular critical period may result in the emergence of a stack during another critical period. Because of these interactions, on rare occasions it may appear as if the system has violated seniority by, for example, a junior crewmember holding a day off specifically requested by a more senior crewmember. When, in fact, there was no way to combine the flight duties such that the work was covered and rules regarding rest and maximum days on or minimum off were respected.

Section 6 – Processing Logic

If a pairing awarded as Coverage violates a Prefer Off or Avoid Pairings bid line that has an Else Start Next Bid Group attached to it, PBS attempts the Else Start Next Bid Group before awarding pairings from the stack, unless the pairing was awarded for language credit coverage.

Once a pairing from a stack has been forced onto a block, the pairing is marked as unmovable and can't be swapped or substituted from the block. The rest of the block must be built around the pairing or pairings awarded for coverage, using the Crewmember's bid. There may be situations where the pairing awarded through a Coverage Award creates a situation where PBS is unable to build you a legal block (usually low credit coverage awarded pairings or coverage awarded pairings that block the awarding of other pairings). In these cases PBS may need to use Secondary Line Generation at the end of Denial Mode in order to "remove" the pairing(s) awarded through Coverage Awarding.

If multiple pairing stacks have been triggered, PBS assigns a pairing from each triggered stack. The order that the stacks are covered is determined by the order in which they occurred in previous passes.

Coverage Awards Example

December 25th is a typical example of a critical period in which a pairing stack occurs. Many crewmembers request the day off which causes too many pairings on December 25 remaining in unassigned after a pass.

Based on previous passes PBS determines, for the bidder it is currently processing, if they should be assigned (through the Coverage Award process) a pairing on December 25th. Anyone lower in the seniority list who is legal should also be awarded a pairing from that stack unless they are not legal due awarding rules, a pre-award or previously unstacked pairing.



For more detailed information on Coverage Awards please refer to the Help section of this guide.

Section 6 – Processing Logic

Language Coverage Awards

PBS tracks the number of language-qualified crewmembers for each required language, as well as the pairings credits for those languages. Language Coverage Awards occur if the amount of credit remaining in those pairings is greater or equal to the amount of credit that the remaining available people qualified in that language can legally take.

If overall demand for pairings requiring a given language is insufficient, language Coverage Awards also force as much language-required credit as possible on junior crewmembers, while still honoring their bids (as much as possible) within the pool of language-required pairings.

Language Coverage Awards may also force pairings that cover a critical period (date) for particular languages to ensure that an excessive number of language pairings left unassigned falls within the set limits.

It is possible to have both Coverage Awards and Language Coverage Awards within the same bid.



Unlike Coverage Awards, Language Coverage Awards may deny your *Else Start Next Bid Group*, *Clear Schedule and Start Next Bid Group* parameters/bid lines as well as a *Start Reserve Bid* bid group in order to assign you language pairings.

Completion Attempts

Completion attempts represent a single pass through crewmember's bid group. If a crewmember is awarded a block without PBS Scheduler having to enter Denial Mode, it has performed one completion attempt. However, once PBS enters Denial Mode, a new completion attempt is started each time a bid preference is denied.

Every subsequent completion attempt clears all pairings from the crewmember's block which were awarded in the previous attempt and starts processing the bid again. Completion attempts are never seen by Administrators or crewmembers, but are important in understanding how PBS manages Denial Mode.

Section 6 – Processing Logic

How PBS Selects a Reserve Block

Unlike in a pairings bid group; when awarding a reserve block PBS does not perform any optimization, such as substitution, swapping or shuffling, nor does PBS enter denial mode.

However, coverage awards may occur to ensure proper coverage. PBS tries to give crewmembers a reserve block that attempts to honor as many reserve bid lines as possible.

- when PBS starts processing a Reserve bid group it reads the first line Start Reserve and checks to see if a legal reserve line can be built, and then if possible, a legal reserve block is built
- PBS reads the first bid line and then attempts to build a reserve schedule honoring this bid line
- PBS then reads all subsequent bid lines, in order from top to bottom, and attempts to build a reserve block honoring as many of these bid lines as possible keeping any bid lines already honored
- for example, if the first bid line is honored but the first and second together cannot be honored, the second preference is denied and PBS reads the third bid line and attempts to honor bid lines 1 and 3; this process is continued until all bid lines have been attempted
- this type of processing awards the best possible Reserve block using the bid lines provided by the bidder

Section 6 – Processing Logic

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Section 7 – Buddy Bidding

Buddy Bidding

A buddy bid lets you identify another crewmember in the same classification with whom you want to bid and be awarded the same block. When a Buddy Bid is indicated, PBS then tries to create blocks for each buddy that has the same pairings. Buddy Bidding is unlike *Award Pairings If Employee XXXXXX* in that a Buddy bid encompasses the entire bid and all bid groups where the *Award Pairings If Employee* is a parameter that may be added to a bid line and may be used on one or more bid lines in one or more bid groups (if used).



The screenshot shows a software interface for bid management. At the top, there are dropdown menus for 'Period' (set to 'Oct13') and 'Type' (set to 'CurrentBid'). To the right, it displays 'Conf #. 1238880034' and 'Last Submitted: 2013-12-04 19:06:02 UTC'. A red box with the number '1' highlights the 'Buddy' field, which contains the value '012345'. Below this field is a list of ten pairing rules, such as '1. Start Pairings', '2. Prefer Off Oct 8, 2013, Oct 9, 2013, Oct 10, 2013, Oct 16, 2013, Oct 17, 2013, Oct 18, 2013', and '3. Avoid Pairings If Pairing Check-In Time > 17:00 If Pairing Length > 1 days'. On the right side of the list, there are buttons for 'Add', 'Edit', 'Delete', 'Delete All', and 'Cut'.

 Both crewmembers wishing to Buddy Bid must enter the other crewmember’s employee number as a Buddy in the appropriate section [1] on their respective bid sheets for buddy bidding to occur.

Buddy bidding is only performed if both crewmembers enter each other in the buddy field. You may only identify one crewmember as a buddy.

PBS attempts to maximize the number of buddiable pairings awarded to each crewmember. Buddiable means that both crewmembers have been awarded the same pairing. PBS attempts to complete each buddy's block with buddiable pairings first. If PBS cannot fill each crewmember's block with buddiable pairings it will attempt to put non-buddiable pairings on each crewmember's block using the junior crewmember's bid. Shuffling of buddy and non-buddy pairings will also occur but PBS will give priority to non-buddy pairings. PBS will also use the system-generated Award Pairings bid to add buddiable pairings if necessary.

Section 7 – Buddy Bidding

To Add a Buddy

To add a buddy to your bid sheet:

1. Select the check box beside Buddy

 Buddy:

The grey box beside Buddy becomes “editable”

 Buddy:

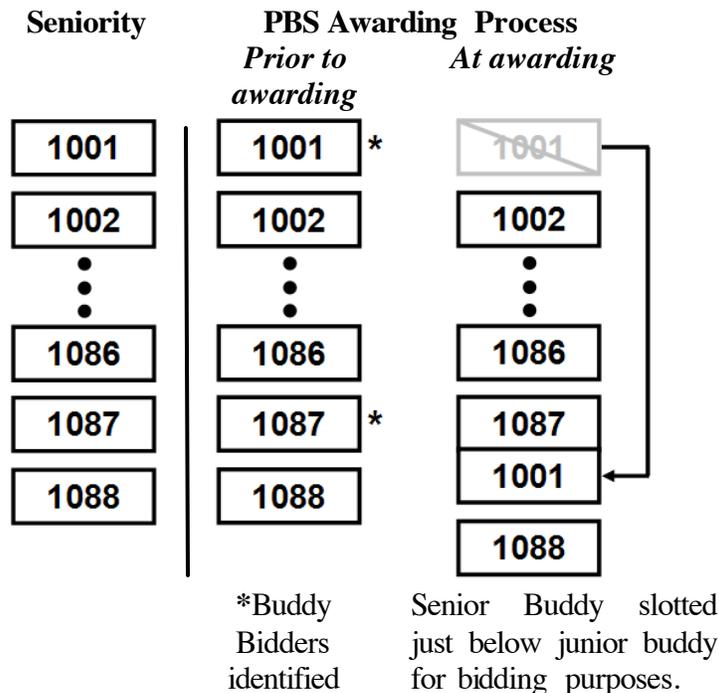
2. enter your Buddy’s 6 digit employee number

 Buddy:


Remember, both crewmembers wishing to Buddy Bid must enter the other crewmember’s employee number as a Buddy in the appropriate section on their respective bid sheets for buddy bidding to occur.

You may delete a buddy by deselecting the checkbox beside Buddy on the bid sheet.

With buddy bidding, the more senior crewmember is dropped to the same level as the more junior crewmember, and the junior crewmember’s bid sheet is used to construct the block for both buddies.



As a precaution, the senior crewmember who is buddy bidding with a more junior crewmember should also submit a Current and/or Default bid sheet even though it won’t be used for buddy bidding. If something happens, such as their junior buddy forgetting to identify them, PBS would use the senior’s bid sheet at their regular seniority to create their block.

If PBS cannot create a complete buddy block for both buddies, it tries to award as many buddiable pairings as possible, and then fills in the rest of the block with pairings that may not be buddiable but match the bid.

Section 7 – Buddy Bidding

Buddy bids are processed using the most junior buddy's bid lines (Buddy A). Initially, all pairings added to the junior buddy's block must also have a position that the senior buddy (Buddy B) can legally hold. These pairings are called "buddiable" pairings.

If it is not possible to give the junior buddy a full buddy block (e.g.: not enough buddiable pairings to give each a full block), then the junior buddy is awarded pairings according to their bid sheet, but the pairings may not all be buddiable. In this case, after the junior buddy's bid sheet is processed, the senior buddy is awarded buddiable pairings with the junior buddy where possible, but the rest of their block is completed using the junior buddy's bid sheet, with pairings that are not necessarily buddiable.

For Reserve, the Buddy Bid function attempts to award both buddies the days off as per the junior buddy's Prefer Off bid line(s) from their reserve bid group(s). The result may be slightly different patterns as long as the Prefer Off dates were honored (as much as possible).



Remember that the junior buddy's bid sheet is used to build the block for both buddies, but as a precaution the senior buddy should also enter a bid sheet.



You may only buddy bid with one crewmember.
You may delete a buddy by deselecting the checkbox beside Buddy on the bid sheet.



The buddy's employee number will be indicated near the top of the reasons report.
"Buddied – (position FA, GP, P)" on the reasons report to the right of the pairing(s) awarded as buddy.
The wideprint will indicate a "B" next to the pairing on the wideprint.

Buddy Bidding with different blocking windows:

Where BUDDY B (senior in seniority, but awarded after the junior buddy) has a blocking window which is adjusted (due to an absence, return from leave, etc.), PBS will assign both buddies as many pairings as possible but always consider that BUDDY B has less available hours than BUDDY A.

As a result, BUDDY A may:

- Be assigned pairings they do not really want; and/or,
- Not be awarded any pairings during BUDDY B's absence

As "buddies" are processed one at a time, when processing BUDDY A (the junior in seniority), PBS looks to assign pairings that are "buddiable". It does not actually award items to the second buddy (BUDDY B in PBS) until it has finished processing BUDDY A. This process may affect BUDDY A when BUDDY B (the senior in seniority) requires less hours for a legal block.

Where BUDDY B has scheduled vacation, they will not be assigned any "buddiable" pairings during their absence.



It is not possible to definitively determine how many vacation days are required to adversely affect BUDDY A.

Section 7 – Buddy Bidding

In the opposite case, where BUDDY A has scheduled vacation or a smaller bidding window, there is no similar effect on BUDDY B. PBS will read BUDDY A's bid sheet and, once the first block is complete, it will continue to read the same bid sheet to complete BUDDY B's block.

To avoid being unpredictably impacted in cases such as the one described above, when BUDDY B has more absences than BUDDY A it is recommended that the pair of buddies consider using the "Award Pairings If Employee" function to bid instead of the Buddy Bid. Specifically, the junior FA (by classification seniority) may bid to Award Pairing If Employee [senior buddy employee].



It is not possible for a regular block holder to Buddy Bid with a crewmember who is a reduced block holder (RBP).

Buddy Bid and Swapping:

In a buddy bid, flying with the designated buddy takes priority over the actual pairings. PBS will make every attempt to honour the buddy request, including when it processes Award Pairings and Coverage Awards, if it becomes necessary. Therefore, when processing BUDDY A, PBS looks to assign pairings that are "buddiable", i.e. where there is an additional position (for the second buddy) to actually be available.

As PBS only reads BUDDY A's bid sheet (the junior in seniority), if necessary it will consider swapping a pairing from a senior crew member for BUDDY A, only if there is a free position for BUDDY B. Accordingly, PBS will not consider swapping for BUDDY B.

As a result, the buddy pair might not be awarded a pairing because it is not "buddiable" at the time that BUDDY A's bid is processed. In fact, if a pairing is not available for both buddies when BUDDY A's bid is processed, PBS will read the following bid lines even if a requested pairing is later swapped out to more junior FAs.

Accordingly, the explanation on BUDDY A's Reasons Report at the applicable bid line will read "Combination not found" or "Buddy cannot take pairing".

Avoiding the GP position:

If both crew members do not want to be assigned the "GP" position, they should use the "Avoid Pairings If Position GP" bid line before starting to request their pairings. This will remove the GP positions from the Pairing Pool.

Section 8 – Reduced Block Program (RBP)

Block Holder RBP

As with any bidder, PBS always assumes that a Pairings block is more desirable than a Reserve block unless you specify otherwise. If your first choice is to bid a Reserve Block then you must request using the required bid lines / bid groups.

Bidding as a RBP Block Holder:

Your bidding window each month is between 30 – 45 hours with a “threshold” of 38 hours. If you choose not to bid “min or max”, it will continue to read your bid lines until it crosses over the threshold of 38. PBS will stop at your last bid line, as long as you are between 30 – 45 hours and will not go to Award pairings to reach threshold.

Bidding Minimum Credit as a RBP:

PBS will read your bid one line at a time until you cross over the minimum window of 30.

E.g.: You bid a HKG with a credit of 30:10. You also request Minimum Credit. You would be awarded one HKG (if your seniority can hold it) and your block would be complete at that point.



Bidding Minimum Credit and achieving Minimum Credit is also a factor of your bid lines. You can be below the minimum window of 30 hours and if your next bid line where PBS may award you a pairing allows it to award you a pairing that does not surpass the maximum window of 45 hours, PBS may assign that pairing.

Bidding Maximum Credit as a RBP:

PBS will read your bid and if necessary will go into the embedded Award Pairings bid line to get you into the maximum window of 41 – 45. If necessary it will deny your bid choices including Avoid Pairings and/or Prefer Off to get you into the 4 hour Maximum Credit window.

Section 8 – Reduced Block Program (RBP)

Reserve RBP

Days Off:

Reserve RBP should have 19 days off and up to 11 GDO'S in a 30 day month. 20 days off/11 GDO'S in a 31 day month.



You must have one set of 10 consecutive days off for RBP Reserve. These consecutive days off may include absences and/or vacation. Keep this in mind when bidding.

Days Off / Days On:

Days Off: Minimum of 2 days off (except at the beginning and/or end of the block month, or attached to vacation, where you can have a single day off).

Days On: Minimum of 3 days on (except at the beginning and/or end of the block month, or attached to vacation, where you can have 1 or 2 days on). Unless waived, you may have a maximum of 6 days on.

Bidding GDOs:

The minimum number of GDOs is 2. The maximum number of GDOs is 11 however you cannot have more than 3 sets of GDOs. A set is an uninterrupted group of calendar days.

7 / 1 and 4 / 14 Rules:

Either the 1 / 7 or 4 / 14 blocking rules may be waived. It is not possible to waive both rules.

Section 9 - Results

Viewing the Awards

After the Awards Process is complete, awards are posted on the portal. To access the awards:

Log on to the acaeronet (portal) and proceed to the globe home screen, place your mouse pointer over the [1] Tools & References tab.



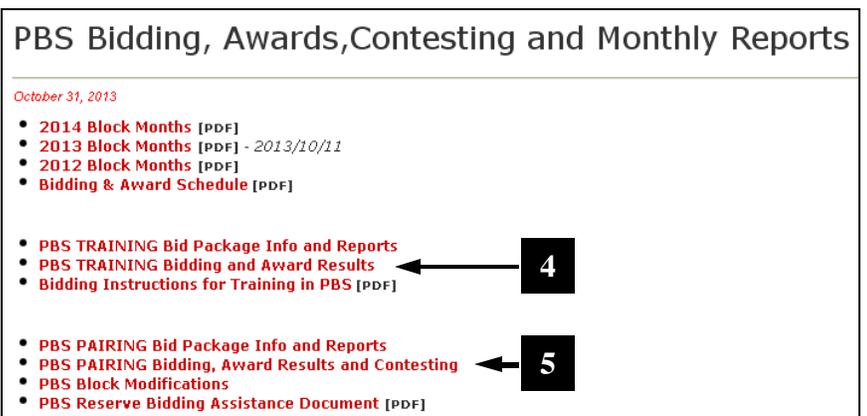
Move your mouse to [2] Crew Scheduling & Planning and click.

- Click on [3] **PBS Bidding, Awards, Contesting and Monthly Reports**

NOTE: You may have to scroll up on your screen (depending on its resolution) to see this information.



Click on the appropriate link (**TRAINING** [4] or **PAIRING** [5]) to access PBS Awards Results.



Section 9 - Results

Use the link **Click here to access the PBS Pairing Award Results [6]** to see the results.

PBS Pairing Bid, Award and Contest

Block Period: **03 DECEMBER-31 DECEMBER (29 DAYS)**
Max limitations: **85 HOURS**
Block Window **76:00 - 85:00**

PAIRING BID OPEN: **NOVEMBER 13 @ 08:00 EDT**
PAIRING BID CLOSE: **NOVEMBER 19 @ 08:00 EDT**
PAIRING AWARD PUBLISH: **NOVEMBER 22 @ 23:00 EDT**

PAIRING CONTEST OPEN: **NOVEMBER 22 @ 23:00 EDT**
PAIRING CONTEST CLOSE: **NOVEMBER 25 @ 23:00 EDT**
PAIRING CONTEST RESULTS PUBLISH: **NOVEMBER 27 @ 23:00 EDT**

[Click here to contest your Pairing/Reserve block or to view the Contesting Results](#)

The Default Bid feature will remain inactive during the **DECEMBER 2013** pairing award process and contesting periods (between **NOVEMBER 19 @ 8:00 EDT** and **NOVEMBER 27 @ 23:00 EDT**).

Help Desk: 1-866-274-5444 or 1-514-422-4357

- [Click here to bid for Pairings and Reserve](#)
- [Click here to access the PBS Pairings Award Results \[6\]](#)
- [Click here to access the PBS Reserve / Waiving the 1/7 or 4/14 assistance document \[PDF\]](#)

- Enter your 2 letter + 6 digit Employee Number [7]: (e.g. ac012345)
- Enter your password (same as used for the acaeronet) [8]:

- Click on **Log In*** [9]

PBS Awards

Enter User Id/Code d'utilisateur [7]

Enter Password/Mot de passe [8]

SUBMIT / ENVOYER [9]

Section 9 - Results

Once logged in, you will be brought to the PBS Awards Welcome page which allows you to access the PBS Awards page to view your awards as well as the awards of the other crew members at your base. To access the PBS Awards page, click on the appropriate link:

- PBS Training Awards [1]
- PBS Award [2]

The screenshot shows the PBS Awards Welcome page. Callout 1 points to the 'Home' link, callout 2 to the 'PBS Awards' link, and callout 7 to the 'Logout' link. The main content includes a welcome message, a notice about Reserve Bidding, a 'Block Month' for December 2013, and two tables: one for bidding/contesting periods and one for employee information.

Block Month: December 2013 (Tuesday, Dec 3, 2013 EST - Tuesday, Dec 31, 2013 EST)

3	Bidding Opens	Bidding Closes	Awards Available
	Wednesday, Nov 13, 2013 08:00 EST	Tuesday, Nov 19, 2013 08:00 EST	Thursday, Nov 21, 2013 09:00 EST

4	Contesting Opens	Contesting Closes	Response Available
	Friday, Nov 22, 2013 23:00 EST	Monday, Nov 25, 2013 23:00 EST	Wednesday, Nov 27, 2013 23:00 EST

EMPLOYEE INFORMATION

5	Absence	Start Date	End Date
	VAC	Tuesday, Feb 11, 2014 EST	Friday, Feb 21, 2014 EST

6	Training	DUE
	IFS315 / AED	April 2008
	IFS203 / RECURRENT-1	March 2012

In addition, the PBS Awards Welcome page gives you information such as:

3. Bid period information
4. Contesting period information
5. Absence information (Vacation, etc. if applicable)
6. Training requirements (if applicable)

When you are finished with the PBS Awards page, log out [7] and if finished with the portal, log out of that too.

The PBS Awards page allows you to view your award [8] as well as the awards of the block holders [9] and reserve pattern holders [10] at your base for each classification (FA: Flight Attendant, P: Purser).

The screenshot shows the PBS Awards Awards page. Callout 8 points to the 'Awards' link, callout 9 to the 'All Awards' column, callout 10 to the 'Reserve Blocks' column, callout 11 to the 'Reason' column, callout 12 to the 'Contesting' link, callout 13 to the 'Home' link, and callout 14 to the 'Logout' link. A table displays award data for Dec 2013 and Nov 2013.

13	Month	Award	All Awards	Reserve Blocks	Reason	12	14
	Dec 2013	1623	FA P	FA P	Reason	Contesting :	
	Nov 2013	1236	FA P	FA P	Reason	Contest Results	

Your Reason Report [11] will give further details on your award bid line by bid line indicating what pairings were awarded and if not the reason(s) why. PBS will also indicate if you were unstacked (required to operate) on pairing(s), affected by Denial Mode and/or SLG.

Should you feel that your block was not properly awarded, you may contest your award through the Contesting link [12]. This link is only visible during the contesting period immediately following the published awards period and lasts 72 hours. Contests are reviewed and the results available by clicking the *Contesting Results* link in this column after the published contesting review date.

You may return to the PBS Awards Welcome page by clicking on the Home link [13], or log out [14].

Section 9 - Results

Reading the Reasons Report

After awards are completed PBS will provide you with an explanation or “reasons” for each bid line that was read and/or used by PBS in awarding you your block. Understanding the reasons why a pairing was awarded or not may be a helpful tool for you to adjust your bidding strategy to get better results by better using the system.

As always, blocks are built from the pairings that existed in the pairings pool at the time PBS was awarding you your block.

Below is an example of a Reasons Report:

-----		Your information + your credit window	
Seniority	14140	Category	YYZ-ALL-P SMITH 012345
Minimum window	<076:00>	Threshold	<081:00> Maximum window <085:00>

1	Pre-Awards		Pre-Awards affecting your “history” (last month’s activities that may affect your award) including overlap credit [1] and vacation credit [2] (if applicable)
	T9184 2013-11-25 (000:00)		
	T5027 2013-11-30 (007:30)		
2	VAC 2013-12-20 (035:00)		
	(5 Pre-Awarded, Running total: 042:30)		
Coverage Awards			Coverage Awards indicating the bid line where they were awarded. If no bid line is indicated then the pairing was awarded for coverage from the embedded Award Pairings bid line
	T9073 2013-12-11 (018:18) From Bid 6 (P)		
	(1 Awarded, Running total: 060:48)		
3	<< Default Bid >>		
5	1. Start Pairings		First bidder added bid group, a Start Pairings bid group
	2. Prefer Off December 11, 2013		
4	Not Honored		Condition bids and/or Negative bids [3] showing honored [4], partially honored or not honored [5]
	3. Prefer Off December 26, 2013 Else Start Next Bid Group		
	Honored		
	4. Award Pairings If Departing On December 17, 2013 If Pairing Number T5013		Award Pairings bids [6] with pairing(s) awarded [7] as well as other info [8]
6	Awarded to senior bidder: 1		
	(0 Awarded, 1 Matching, Running total: 060:48)		
7	5. Award Pairings If Departing On December 18, 2013 If Pairing Number M9053 2013-12-18 (008:48) (P)		Second bidder added bid group, in this case Start Pairings. Since your block was complete in the first bid group, this one was not used and therefore no
	(1 Awarded, 1 Matching, Running total: 069:36)		
8	6. Award Pairings If Departing On Wednesday If Pairing Total Credit Awarded to senior bidder: 11		
	Item overlaps with another: 1		
9	(0 Awarded, 12 Matching, Running total: 069:36)		
	7. Award Pairings		Third bidder added bid group, in this case a Start Reserve Bid bid group
	T9006 2013-12-05 (011:20) (P)		
	T9054 2013-12-13 (004:00) (P)		
	Block is complete: 3157		Embedded bid group. Embedded bid groups and/or bid lines have no bid line numbers [9]
	(2 Awarded, 3159 Matching, Running total: 084:56)		
	8. Start Pairings		Embedded Start Reserve Bid bid group
	9. Prefer Off December 26, 2013 Else Start Next Bid Group		
	10. Award Pairings If Pairing Number T5013		Fourth bidder added bid group, in this case a Start Reserve bid group
	11. Award Pairings If Pairing Number T9053		
9	11. Award Pairings If Pairing Total Credit > 017:00		
	Award Pairings		Embedded Start Reserve bid group
	12. Start Reserve Bid		
9	Start Pairings		
	Award Pairings		
9	Start Reserve Bid		
	13. Start Reserve		
	14. Waive 4 Days Off in 14		
	15. Prefer Off May 26, 2013		
9	Start Reserve		

Section 9 - Results

<pre>----- Seniority 04010 Category YYZ-ALL-FA KEENER 012345 Minimum window <071:00> Maximum window <080:00> -----</pre>	<p>Your personal information such as seniority number, employee number. Minimum, Threshold and Maximum credit windows.</p> <p>NOTE: Seniority numbers have a trailing number (0, 1, 2, 3, etc.)</p>
<pre>Pre-Awards PER 2013-11-15 (000:00) TRN 2013-11-17 (000:00) V9087 2013-11-18 (000:00) Gxxx 2013-11-19 (000:00) V9036 2013-11-30 (006:33) VAC 2013-12-13 (023:20) (6 Pre-Awarded, Running total: 29:53)</pre>	<p>Pre-Awards section:</p> <ul style="list-style-type: none"> • Overlap pairing credits from the previous month. • Vacation credits in current bid period. • Credits are added to your “Running Total”, your total flying credit at that point. • Previous month’s activities (Training, LOAs, etc.).
<pre>Coverage Awards T8075 2013-12-03 (009:01) from Bid 10 (FA) T7075 2013-12-30 (006:13) (FA) (2 Unstacked, Running total: 042:22)</pre>	<p>Coverage Awards section:</p> <ul style="list-style-type: none"> • All Coverage Awards (pairings or reserve days if any) are indicated in this section. The bid line(s) where the pairing(s) were awarded from during Coverage Awards is also indicated. • If no bid line number is indicated, the pairing was awarded from the embedded Award Pairings bid line. • Running total is this and all previous section(s).
<pre><< Current Bid >> ----- 1. Start Pairings 2. Set Condition Minimum Credit Honored 3. Award Pairings If Pairing Number T9411 Awarded to senior bidder: 2 (0 Awarded, 2 Matching, Running total: 042:22) 4. Prefer Off Dec 30, 2013, Dec 29, 2013 Partially honored 5. Prefer Off Dec 3, 2010 Not honored 6. Award Pairings If Pairing Number T9031 T9031 2010-04-22 (007:55) (FA) Awarded to senior bidder: 27 (1 Awarded, 28 Matching, Running total: 050:17) 7. Award pairings If Allowance Amount > \$200 If Pairing Credit > 015:00 If Pairing Length = 3 days Awarded to senior bidder: 758 Not qualified for language: 4 Item overlaps with another: 8 Not enough days off in range: 3 Filtered by bid number 3: 85 (0 Awarded, 858 Matching, Running total: 050:17) 8. Award Pairings If Departing On Apr 13, 2010 If Layover In PVG If Position FA T5031 2010-04-13 (027:55) (GP:MD) Awarded to senior bidder: 7 Item overlaps with another: 4 Block is complete: 17 (1 Awarded, 28 Matching, Running total: 078:12) 9. Avoid Pairings If Pairing Check-In Time < 07:00 10. Award Pairings If Layover In BOG, BOS, YYC, LAX, DCA, MCO And If Layover Of Duration > 016:00 Awarded for coverage: 1 11. Prefer Off Dec 10, 2013 12. Avoid Pairings If Pairing Check-In Time > 18:00 If Pairing Check-Out Time < 10:00 If Pairing Length = 2 days 13. Award Pairings If Pairing Length = 3 days Award Pairings -----</pre>	<p>Start Pairings bid group:</p> <ul style="list-style-type: none"> • PBS will indicate which bid (Current, Default) was used. • AWARD bid lines display either the pairing(s) awarded and/or reasons why pairing(s) were not awarded with the number of pairing positions affected by the reason. <p>If awarded pairing(s) information provided by PBS includes:</p> <ul style="list-style-type: none"> - Pairing number, date, credit. - Position on the pairing: <ul style="list-style-type: none"> ▪ FA: Flight Attendant ▪ GP: Galley Position ▪ Language position(s): BL, GE, MD, IT, etc. <p>Reasons include (but are not limited to):</p> <ul style="list-style-type: none"> - <i>Awarded to senior bidder</i>: positions that went to senior bidders. - <i>Not Qualified for Language</i>: remaining positions were for language(s) you are not qualified for. - <i>Item overlaps with another</i>: the pairing that could have been awarded conflicted with a pairing already awarded (even by unstacking). - <i>Not enough days off in range</i>: awarding this pairing would violate the 1/7 and/or the 4/14 rule(s). - <i>Filtered by bid number “X”</i>: pairing(s) could not be awarded because they conflict with a Prefer Off or Avoid bid line “X”. - <i>Awarded for coverage</i>: awarded you by Coverage Awards. - Number of pairing(s) awarded from this bid line is indicated as well as the total number of possible positions that matched this bid line. <p>• PREFER OFF/AVOID bid lines are shown as:</p> <ul style="list-style-type: none"> - <i>Honored</i>: PBS granted the request. - <i>Not honored</i>: PBS could not grant the request (Unstacking or Denial Mode). - <i>Partially honored</i>: PBS could grant some but not all of the requests (Unstacking or Denial Mode). - <i>Forgotten</i>: forgotten by a Forget bid line. - <i>Else Start Next Bid Group Honored</i>: pairing that could have been awarded violated the Else Start Next Bid Group option for that bid line. <p>• Best Line Before:</p> <ul style="list-style-type: none"> - What PBS awarded you prior to going to your next bid group. <p>• Block Complete is indicated at the bid line where your block was completed.</p>

Section 9 - Results

12. Start Reserve
 13. Set Condition Maximum 7 GDOs
 Honored: 1
 14. Set Condition Pattern Between 1 and 5 Days
 On, with 2 Days Off (Minimum)
 Honored: 1
 (0 Awarded, 1 Matching, Running total: 027:08)
 15. Prefer Off Dec 3, 2013, Dec 4, 2013, Dec
 5, 2013
 Honored: 1
 (0 Awarded, 1 Matching, Running total: 027:08)
 16. Prefer Off Dec 13, 2013, Dec 11, 2013, Dec
 12, 2013, Dec 13, 2013
 Honored: 1
 (0 Awarded, 1 Matching, Running total: 027:08)
 17. Prefer Off Dec 21, 2013, Dec 20, 2013, Dec
 19, 2013, Dec 18, 2013
 Partially honored: 1
 (0 Awarded, 1 Matching, Running total: 027:08)
 18. Prefer Off Dec 1, 2013, Dec 2, 2013
 Not Honored: 1

Awarded Reserve Days:
 2013-12-01 (C)
 2013-12-02 (C)
 2013-12-06 (R)
 2013-12-07 (R)
 2013-12-08 (R)
 2013-12-09 (R)
 2013-12-14 (C)
 2013-12-15 (C)
 2013-12-16 (C)
 2013-12-17 (C)
 2013-12-18 (C)
 2013-12-22 (R)
 2013-12-23 (R)
 2013-12-24 (R)

NOTE: If a block is awarded, then no reasons will be indicated in the Start Reserve section.

Start Reserve section:

NOTE: This section is only used and reasons given if a legal pairings block could not be created OR Reserve was requested by forcing PBS to jump to the Start Reserve Bid bid group though Else Start Next Bid Group or Clear Schedule and Start Next Bid Group bid line.

NOTE: For the purposes of this example, we will assume that a pairings block was not awarded.

• Bid lines will display:

- *Honored:* PBS granted the request.
- *Not honored:* PBS could not grant the request.
- *Partially honored:* PBS could grant some but not all of the requests.

Reserve days awarded are displayed.

- Date and type of reserve day:
 - *C:* Call-in day.
 - *R:* Ready Reserve day.

NOTE: If any reserve days were added for coverage, they would be indicated in the Coverage Awards section near the top of your bid.

NOTE: Although no flying credits apply, a Running total is displayed if there are credits from the Pre-Awards section of your reasons report.

Post-Awards

GDO 2013-12-03 (000:00)
 GDO 2013-12-04 (000:00)
 GDO 2013-12-05 (000:00)
 GDO 2013-12-10 (000:00)
 GDO 2013-12-11 (000:00)
 GDO 2013-12-12 (000:00)
 GDO 2013-12-13 (000:00)
 (7 Post-Awarded, Running total: 029:53)

Post-Awards section:

GDOs are displayed in the Post-Awards section.

• Block Holders:

- These days are assigned after your pairings are assigned and do not necessarily correspond to your Prefer Off bid lines.

• Reserve Pattern holders:

- These days are awarded according to your Maximum GDO bid line (if any) as well as your Prefer Off bid line(s) according to the GDO awarding process for Reserve.

NOTE: Although no flying credits apply, a Running total is displayed if there are credits from the Pre-Awards section of your reasons report.

Section 9 - Results

Contesting Your Award

PBS is a complex system and follows specific logarithms and processes in creating blocks. Once block awards have been completed and the results posted you will have the opportunity to review your award and consult your Reasons Report to view the specifics behind what you were or were not awarded. Some things may not be clear and/or you may believe that an error has occurred. If so then you may contest your block award.

Contesting is a request for a re-evaluation of your award should you feel that a pairing (or pairings) was (were) awarded either incorrectly or that a pairing (or pairings) that you believe should have been awarded to you was awarded to someone junior. Contesting takes place 72 hours after the awards have been published, but not finalized. Blocks only become final after the contesting process has been completed.

During the contesting period, contests are reviewed for issues/errors and a response is provided. If there has been an error then there are agreed upon fixes that include rework, draft or ADC (Additional Crew). If there has not been an error then the answer provided should give you information for future bidding.

The screenshot shows the 'PBS Awards & Reserve Bidding: PBS Contesting Form' page. It includes a navigation bar with 'Home' and 'PBS Awards' links, and 'Feedback' and 'Logout' buttons. Below the navigation bar are 'Submit' and 'View/Print' buttons. A message states the contest is available from Fri, Dec 22, 2006 07:00PM EST until Tue, Dec 26, 2006 10:00PM EST. A reminder to 'SUBMIT your form' is displayed. The form fields include: 1. Email Address (with a checkbox for 'Send confirmation of submission to this email'); 2. Phone # (area code); 3. Description of Contest (with a text area); 4. A table for listing crew members to be contested, with columns for Del Emp.ID, Pairing/Data, Lang CP, and Time Off Dates; 5. 'Delete' and 'Add' buttons for the table; 6. A 'Notes' text area; and 7. A 'Submit' button. The page number '8' is visible in the top right corner.

Complete all relevant sections of the contesting form:

1. Your Email Address. **NOTE:** Contest answers will be available only on the PBS Awards Page.
2. Tick box to send a confirmation message to the specified email.
3. A contact phone number.
4. Information on the crew member that you are contesting. Specifics, where necessary, should be included in the spaces provided.
5. *Delete* and/or *Add* crew members to your contest if necessary.
6. Provide a detailed description of your contest. **NOTE:** Once submitted, this information becomes an official document. Please be careful with language and/or other details.
7. Once you have completed your contest click on Submit. You may also View/Print your contest.
8. After submitting your contest you may return to the PBS Welcome Page, the Awards Page or Log Out.

Section 9 - Results

This page is intentionally blank.

Section 10 – Help

Login

- Use your User ID / Employee ID: ac + 6-digit employee number (eg: ac012345)
- Your password is case sensitive so ensure that the Caps Lock is turned off on your keyboard (ie the indicator light should be off).
- If you exceed 4 incorrect login attempts, you will be locked out of the system for one hour. You may reset your profile by calling the IBM Help Desk.

Cache, Temporary Internet Files and Cookies

- If you can log into the acaeronet then the problem may be with your internet browser. The cache, temporary internet files and cookies all relate to information that your computer stores in its memory so that future access to that information is faster. Unfortunately, if corrupted information is saved in the process an error may be reproduced over and over when trying to access that info. To resolve this issue, you must clear the corrupted information by performing the following steps:

Internet Explorer

1. In Internet Explorer, click on *Tools* in the top menu, then select *Internet options*
2. A small window will appear, click on the *General* tab if it is not already selected.
3. In the *Temporary Internet files* section click on *Delete Cookies*
4. Click on *Delete Files*, a new box will appear. Ensure the *Delete all offline content* option is ticked and click *Ok*
5. Click *Ok* in the *General* tab section, close and restart Internet Explorer.

Firefox - PC

1. In Firefox, click on *Tools* in the top menu, select *Options*
2. A small window will appear. Select *Privacy* from the top header
3. Click on the *Cookies* tab, then on *Clear Cookies Now* button
4. Click on the *Cache* tab and then on the *Clear Cache Now* button
5. Click on the *Ok* button, close and restart Firefox

Firefox - MAC

1. In Firefox, click on *Firefox* in the top menu, select *Preferences*
2. A small window will appear. Select *Privacy* in the top header and then click on the *Cookies* or *Cache* tab
3. Click on the *Clear Cookies Now* or *Clear Cache Now* button
4. Click on *Contents* in the top menu, then on the *Allowed Sites* button
5. Make sure that *acaeronet.aircanada.ca* is listed.
6. Close and restart Firefox

Pop-up Blocker

- Your Internet browser may have a feature that prevents unwanted windows from “popping up” on your screen or you may have a pop-up blocking software. Unfortunately, at times, this may also prevent a wanted window such as the PBS line preference window from loading. Make sure you enable pop-up windows for *acaeronet.aircanada.ca*. This will give you the possibility of allowing the current website to open future pop-up windows.

IBM Help Desk:

- Within N. America: 514-422-4357 or 1-866-274-5444. Outside N. America: 1-800-906-3620

Section 10 – Help

Common Errors/Issues

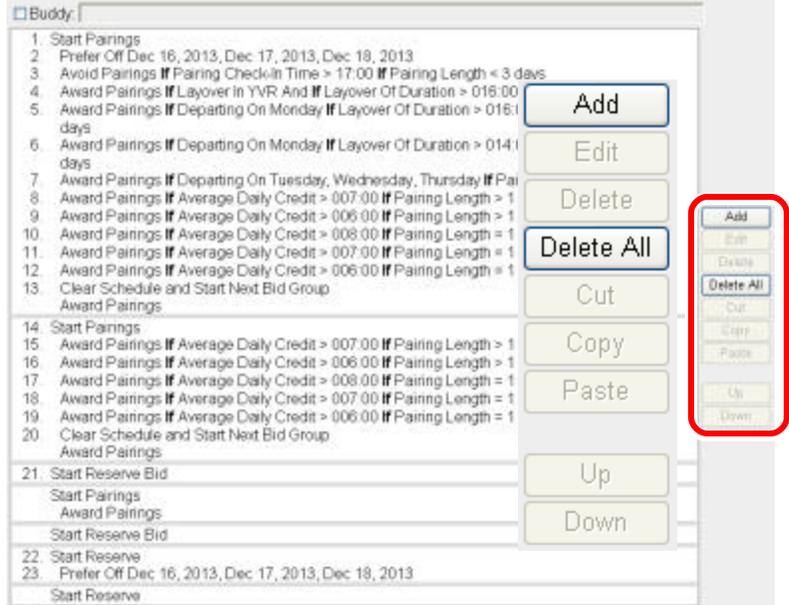
There are common errors/issues that may occur when using PBS. They are not a defect in PBS rather how the system works and/or how your internet software functions.

Here are a few:

Missing Buttons:

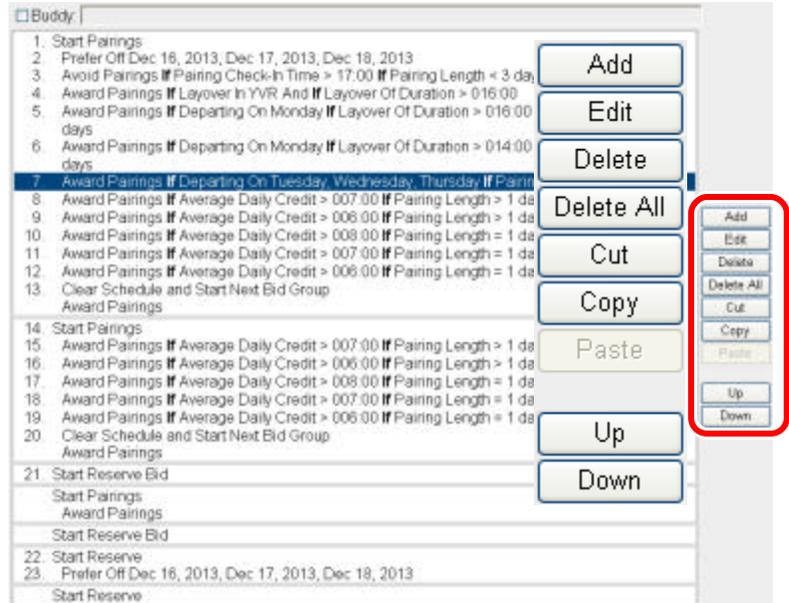
If you are returning to a bid, or using a blank bid and no bid lines are selected, PBS needs to know if you are adding or editing bid lines or adding or editing a bid group.

Until then all the buttons with the exception of Add (which will direct you to the Add a bid group) and Delete All buttons may appear grayed out.



To access the other PBS function buttons, simply click on an existing bid line and the buttons will appear.

Remember that when you select a bid line, any new bid lines are added AFTER the selected one!



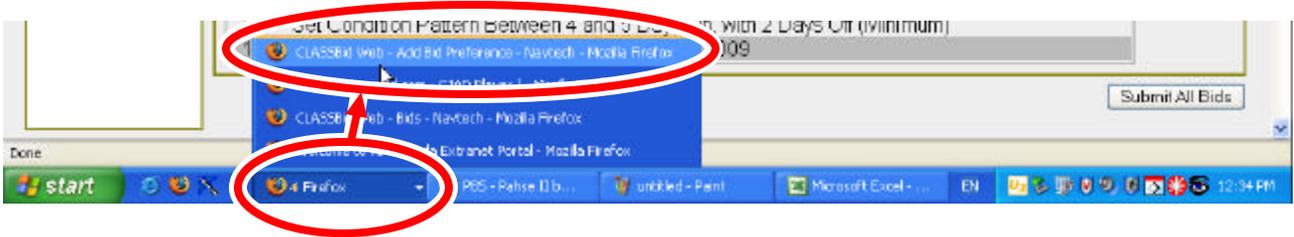
Section 10 – Help

“ADD” screen gone:

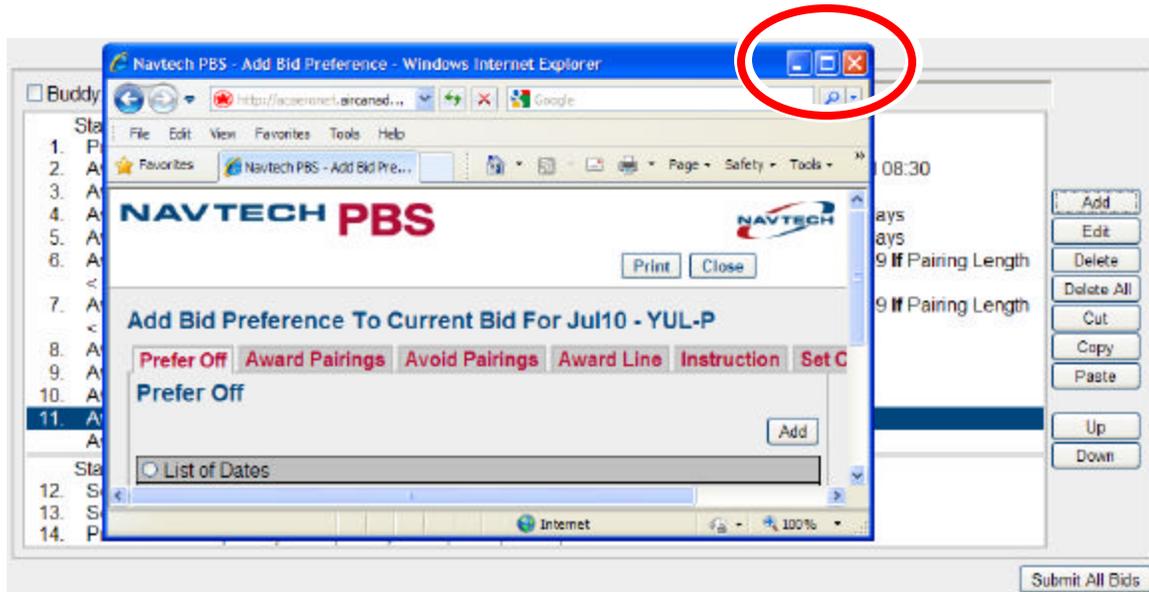
If you have several “windows” open (acaeronet, PBS bid screen, PBS “ADD” screen, etc.) at the same time, one window may completely cover another especially if we accidentally click on an area outside the active window. If you have selected the “ADD” button (or EDIT) and you cannot see its window, look at the bottom of your screen (to the right of the windows START button). You may see several boxes and one of those refers to the CLASSBid Web - ADD window that you are looking for. Click on the tab to bring its window to the front.



If there is only one internet tab, usually with a number in the tab this means that there are several windows running. Click on it and the running “windows” will appear. Select the one with “CLASSBid Web – Add Bid Preference” to go to the ADD window.



To avoid this, once your ADD window is open, maximize the screen by clicking on the “Maximize” button near the top right of its window. This will make the ADD screen the same as your computer screen and prevent you from accidentally clicking on another “window”.



Avoid clicking on the ADD button several times if no window appears. You may open up several instances of the ADD window.

Section 10 – Help

Message Boxes

When clicking on Submit All Bids you may get one of the following message boxes:

Message displayed when you click on *Submit All Bids* and PBS has successfully saved your bids.

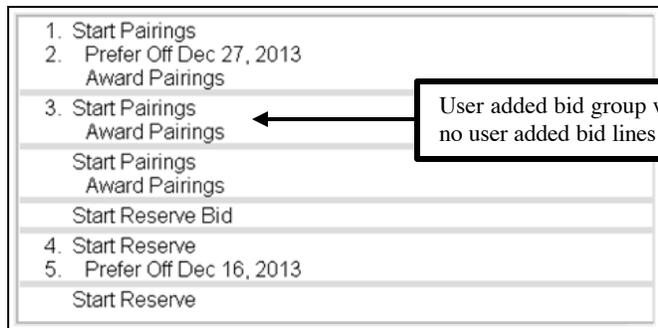
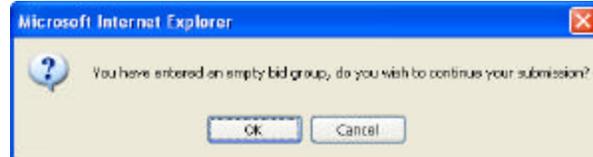


Message displayed then you attempt to submit your bids and you have a bid group that you added that has no bid lines.

Your bid is not saved allowing you to make any necessary adjustments.

Either delete the empty bid group or add bid lines to the empty bid group.

NOTE: Since all your bids (Current, Default, Training) are submitted the “problem” may exist in one of these and not necessarily the bid sheet that you were working on when submitting your bid.



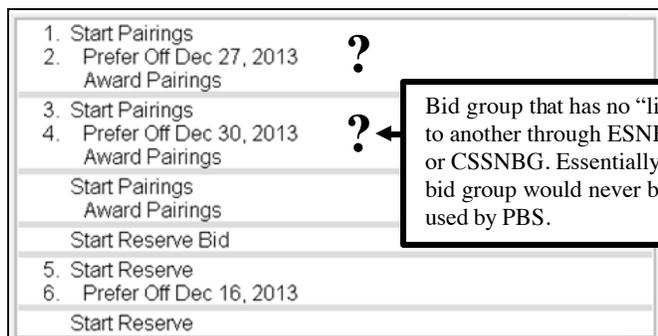
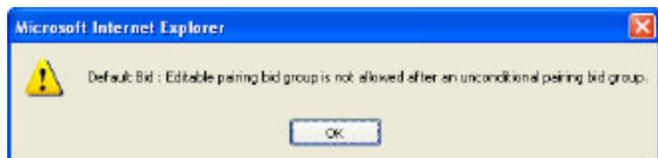
User added bid group with no user added bid lines

Message displayed when there is a Start Pairings bid group below another Start Pairings bid group that does NOT have an *Else Start Next Bid Group (ESNBG)* or a *Clear Schedule and Start Next Bid Group (CSSNBG)*.

If you use multiple bid groups then you must have a way for PBS to move from one to the other if the conditions exist.

Your bid is not saved allowing you to make any necessary adjustments.

Either remove the bid group that is not necessary or add an *Else Start Next Bid Group (ESNBG)* or a *Clear Schedule and Start Next Bid Group (CSSNBG)* to the bid group missing it.



Bid group that has no “link” to another through ESNBG or CSSNBG. Essentially this bid group would never be used by PBS.

NOTE: A similar message is displayed if a Start Reserve bid group is placed below another Start Reserve bid group that does NOT have an *Else Start Next Bid Group (ESNBG)*

Section 10 – Help

Error Messages

Bid Line Error Messages

When clicking on Add or Edit, when adding or editing a bid line, and the information that you are entering does not conform to the format expected by PBS you may get an error message and the “offending” bid line highlighted in red.

The following are examples of error messages when attempting to add or edit a bid line:

Error Adding Bid Preference

- Allowance Amount: The condition value must be less than or equal to 9999

Start Bid Group Prefer Off Award Pairings Avoid Pairings Instruction Set Condition Waive

Award Pairings Add

Allowance Amount

Greater Than > \$ 10000000

Error Adding Bid Preference

- Average Daily Credit: Invalid Credit - Please input credit in this format: XXX:XX

Start Bid Group Prefer Off Award Pairings Avoid Pairings Instruction Set Condition Waive

Award Pairings Add

Average Daily Credit

Greater Than > 10000:00

Error Adding Bid Preference

- Employee Number: The following employee numbers are invalid: 12345678.

Start Bid Group Prefer Off Award Pairings Avoid Pairings Instruction Set Condition Waive

Award Pairings Add

Employee Number

12345678 Add Remove

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Error Adding Bid Preference

- Duty Legs: The condition value must be less than or equal to 99

Start Bid Group Prefer Off Award Pairings Avoid Pairings Instruction Set Condition Waive

Award Pairings Add

Duty Legs

Greater Than > legs

Error Adding Bid Preference

- Pairing Number: The following pairing number format is invalid: 5002.

Start Bid Group Prefer Off Award Pairings Avoid Pairings Instruction Set Condition Waive

Award Pairings Add

Pairing Number

or if Not

List

Add

5002 Remove

Condition

Section 10 – Help

Bid line attempts with multiple errors in how they are input will result in an error message highlighting the multiple input issues:

Error Adding Bid Preference

- Average Daily Credit: Invalid Credit - Please input credit in this format: XXX:XX
- Duty Duration: Invalid Time - Please input time in this format: XXX:XX or XXXXX
- Employee Number: Please select at least one employee number

Start Bid Group **Prefer Off** **Award Pairings** **Avoid Pairings** **Instruction** **Set Condition** **Waive**

Award Pairings Add

<input type="checkbox"/> All Aircraft Type
<input type="checkbox"/> Any Aircraft Type
<input type="checkbox"/> Allowance Amount
<input checked="" type="checkbox"/> Average Daily Credit
Greater Than > <input type="text" value="1000:00"/>
<input type="checkbox"/> Charters
<input type="checkbox"/> Deadhead Legs
<input type="checkbox"/> Depart On Date Range
<input type="checkbox"/> Depart On Dates
<input type="checkbox"/> Depart On Day Of Week
<input checked="" type="checkbox"/> Duty Duration
Greater Than > <input type="text" value="1000:00"/>
<input type="checkbox"/> Duty Legs
<input checked="" type="checkbox"/> Employee Number
<input type="text" value=""/> Add
<input type="text" value=""/> Remove

Section 10 – Help

For some bid line errors PBS will not highlight anything in red however information regarding the “error” is indicated:

Error Adding Bid Preference

- Please select at least one property

Start Bid Group **Prefer Off** **Award Pairings** **Avoid Pairings** **Instruction** **Set Condition** **Waive**

Award Pairings Add

<input type="checkbox"/> All Aircraft Type
<input type="checkbox"/> Any Aircraft Type
<input type="checkbox"/> Allowance Amount
<input type="checkbox"/> Average Daily Credit
<input type="checkbox"/> Charters
<input type="checkbox"/> Deadhead Legs
<input type="checkbox"/> Depart On Date Range
<input type="checkbox"/> Depart On Dates
<input type="checkbox"/> Depart On Day Of Week
<input type="checkbox"/> Duty Duration
<input type="checkbox"/> Duty Legs
<input type="checkbox"/> Employee Number
<input type="checkbox"/> Enroute Check-In Time
<input type="checkbox"/> Enroute Check-Out Time
<input type="checkbox"/> Landings In
<input type="checkbox"/> Layover
<input type="checkbox"/> Position
<input type="checkbox"/> Sit Length
<input type="checkbox"/> TAFB
<input type="checkbox"/> Time Off
<input type="checkbox"/> Pairing Check-In Time
<input type="checkbox"/> Pairing Check-Out Time
<input type="checkbox"/> Pairing Total Credit
<input type="checkbox"/> Pairing Length
<input type="checkbox"/> Pairing Number

Limit

Add

No bid parameters (properties) have been selected.

Error Adding Bid Preference

- Please select a bid preference to redo from

Start Bid Group **Prefer Off** **Award Pairings** **Avoid Pairings** **Instruction** **Set Condition** **Waive**

Instruction Add

<input type="radio"/> Forget
<input checked="" type="radio"/> Redo From
<input type="text"/>
<input type="radio"/> Clear Schedule and Start Next Bid Group

Add

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While PBS does verify several parameters, the final responsibility to ensure that a bid line is correct rests on the bidder.

For example, PBS does not check the prefix for pairing numbers. In the example below an incorrect prefix to a pairing that is added to a “Pairing Number” bid line will result in that pairing and prefix being included in a bid line:

Pairing Number
If or If Not
List
R5001 Add
Remove
Condition

Resulting bid line that would not match any pairings, therefore none matching the incorrect pairing number would be awarded.

1. Start Pairings
2. Award Pairings If Pairing Number R5001



It is a recommended practice to read your bid lines as they are added to your bid.

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Bid Group Error Messages

When submitting your bid, and the information that you are entering does not conform to the format expected by PBS you may get an error message in a pop-up window.

The following are examples of error messages when attempting to save your bid:



The “look” of these messages may be different depending on the browser that you are using..

1 Current Bid : Your bid cannot be submitted. Your bid contains multiple 'Start Pairings' bid groups. Each Pairing Bid Group that you enter, except for your last one, must contain a bid preference with either 'Else Start Next Bid Group' or a 'Clear Schedule and Start Next Bid Group' bid. Edit your bid and resubmit.

1. Start Pairings	?
2. Prefer Off Jan 21, 2014 Award Pairings	
3. Start Pairings	
4. Prefer Off Jan 1, 2014 Award Pairings	
Start Pairings Award Pairings	
Start Reserve Bid	
Start Reserve	

You have attempted to submit a bid with more than one Start Pairings bid group where there is no “trigger” for PBS to use (if encountered) to jump to another bid group. To correct this error you would need to add an ESNBG and/or a CSSNBG to the Start Pairings bid group that is missing the “trigger”.



The bid sheet where the error occurs is also indicated in the pop-up window [1].

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Current Bid : Your bid cannot be submitted. Your bid contains multiple 'Start Reserve' groups. Each 'Start Reserve' group that you enter, except for your last one, must contain a bid preference with 'Else Start Next Bid Group'. Edit your bid and resubmit.

OK

1. Start Pairings
2. Prefer Off Jan 21, 2014 Else Start Next Bid Group Award Pairings
3. Start Pairings
4. Prefer Off Jan 1, 2014 Award Pairings
Start Pairings Award Pairings
Start Reserve Bid
5. Start Reserve
6. Prefer Off Jan 21, 2014 ?
7. Start Reserve
8. Prefer Off Jan 1, 2014
Start Reserve

You have attempted to submit a bid with more than one Start Reserve bid group where there is no “trigger” for PBS to use (if encountered) to jump to another bid group. To correct this error you would need to add an ESNBG and/or a CSSNBG to the Start Reserve bid group that is missing the “trigger”.

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Current Bid : Your bid cannot be submitted. You have entered a 'Start Reserve Bid' bid group with a Max Above Option. All Max Above Options on a 'Start Reserve Bid' must be of a higher value than the one preceding it. Edit your bid and resubmit.

OK

1. Start Pairings	
2. Prefer Off Jan 21, 2014 Else Start Next Bid Group Award Pairings	
3. Start Reserve Bid Max Above 10 Else Start Next Bid Group	1
4. Start Pairings	
5. Prefer Off Jan 1, 2014 Else Start Next Bid Group Award Pairings	
6. Start Reserve Bid Max Above 5 Else Start Next Bid Group	2
Start Pairings	
Award Pairings	
Start Reserve Bid	
7. Start Reserve	
8. Prefer Off Jan 21, 2014 Else Start Next Bid Group	
9. Start Reserve	
10. Prefer Off Jan 1, 2014	
Start Reserve	

This bid cannot be submitted because the first Max Above option [1] is a higher value than the second Max Above option [2].

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The image shows a bid submission error dialog box and the bid sheet interface. The dialog box, labeled '1', contains the following text: "Default Bid : Your bid cannot be submitted. Your bid contains multiple 'Start Pairings' bid groups. Each Pairing Bid Group that you enter, except for your last one, must contain a bid preference with either 'Else Start Next Bid Group' or a 'Clear Schedule and Start Next Bid Group' bid. Edit your bid and resubmit." An "OK" button is located at the bottom right of the dialog. A red arrow points from the "Default Bid" text in the dialog to the "CurrentBid" dropdown menu in the bid sheet interface, which is labeled '2'. The bid sheet interface shows a "Period" of "Jan14" and a "Type" of "CurrentBid". Below the "Buddy:" field, there is a list of bid items:

- 1. Start Pairings
- 2. Prefer Off Jan 21, 2014 Else Start Next Bid Group
Award Pairings
- 3. Start Pairings
- 4. Prefer Off Jan 1, 2014
Award Pairings
- Start Pairings
Award Pairings
- Start Reserve Bid
- Start Reserve

When you submit your bid ALL of your bid sheets are submitted including your Current and Default bid. Be aware that the error may be on a bid sheet that is not visible on your screen. In the example above there is an error in the Default bid yet the Current bid is the bid sheet being viewed and where the Submit button was clicked.

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PBS Processes in Detail

Coverage Awards

Coverage Awards as defined by Navtech:

The process of ensuring that the flight duties are adequately covered by assigning pairings to crew members, potentially creating a situation in which bids are denied. Because pairings vary in length, and interact with non-overlapping pairings due to legality rules, solving a stack for one critical period may result in a stack being created during another critical period. As a result, it may appear that seniority has been violated by, for example, a junior crew member holding a day off specifically requested by a more senior crew member when, in fact, there was no way to combine the flight duties so that the work was covered and rules regarding rest and max duty were respected.

Coverage is a process used by PBS to ensure that flights are covered on specific dates. PBS will actually make every attempt to reduce the impact of coverage awards.

There are three types of coverage award:

- **Tripstack:** where you are required for a specific time (or date). PBS searched for bid lines that allow it to “satisfy” or assign pairings on the time/date. PBS will attempt to honour Avoid and/or Prefer Off bid lines where possible, however they may be ignored when no options exist.
- **Language Tripstack:** similar to the Tripstack however a specific language requirement is needed.
- **Language Credit:** where the time (or date) is not crucial, only that you operate as many pairings required for your language. PBS will read all of your bid lines however the only pairings assigned in this process are those requiring the language.

Tripstack is the most common type of coverage and usually occurs when most bidders prefer to have time off such as weekends and or civic/religious holidays. The information below is specific to Time coverage (Tripstack), however some of the processes are similar to Language coverage (Language Tripstack).

What is a “Stack”?

“Stack” is a term used for pairings that share a given date. These pairings do not need to depart that date; rather the date may be at the start, middle or end of the pairing. As we generally look at pairings as the time that we check-in to the time that we check-out, PBS also takes into account crew rest as part of the pairing.

Why does unstacking occur?

Unstacking is meant to ensure that pairings are covered. While we would all like weekends off as well as holidays, that is not possible. With a “Line Bidding” style of blocking, where bidders bid on an entire block vs pairings, coverage is built into the pre-set blocks.

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How does PBS know when to start awarding coverage?

PBS must perform within parameters. These parameters include the minimum block threshold for that month, the number of pairings that can be left unassigned per day, number of Min Credit bidders allowed, etc.

With these parameters in place, PBS will then process the bids for your base. PBS will actually process them several times, each time checking to see if it has stayed within the set parameters. PBS will also “remember” what it did and how it performed against the parameters.

For example, PBS processes a pass of the bids without any coverage. Once it has completed the pass it will see if there are any run parameters that have not been met. If there are days where there are more than the allowable pairings per day left unassigned, PBS will designate an “unstacking line” at a given seniority where it will begin assigning coverage for that date/time.

Again the bids are processed and again the results are evaluated. If the parameters are met then the bid run is completed, if not, the unstacking line for that date/time will be moved up and another attempt is made.

Also, PBS may only assign pairings that are available in the pairing pool for that stack. It is possible that, below the unstacking line for that date, someone is only legal to operate a 1-day pairing, however if no 1-day pairings are left, then no pairings can be assigned by PBS.

How is it possible that there are no 1-day pairings, or why not assign the junior person my 1-day pairing that I was unstacked on? It is more complicated than that. PBS will assign you coverage on pairings according to your bid. If your highest priority bid line that allows PBS to assign you coverage requests a 1-day pairing, then PBS must honour that request. The alternative would be for PBS to ignore that bid line and choose to assign you coverage from a lower priority bid line or force you to work more days than you wanted.

I am always being assigned by coverage, am I doing something wrong?

No. If you are assigned by coverage it is because you are required to operate pairings on these days. The determining factor as to whether or not you are assigned coverage includes your seniority, vacation, civic and/or religious holidays, your language qualifications (Language Coverage only) the bidding strategies of those senior to you. For example, the more people senior who operate pairings on, for example, weekends means that the requirement to assign coverage on weekends is lower.

I am senior but was awarded a pairing on Christmas day; does this mean that I was affected by coverage awards?

You will know what pairings were assigned as coverage onto your block. PBS will list them at the beginning of your Reasons Report as “Coverage Awards”. If you do not have this indication on your Reasons Report, then you were not assigned by coverage. You are assigned pairings according to your bid lines. If PBS reads a bid line where a day or date is not specified AND, for example, December 25th is not in a Prefer Off bid line, PBS may assign you a pairing on Christmas. Let’s think of a meal service and our choices are chicken or beef. If beef is more popular then we know that we have more chicken than beef, so if the passenger we are serving at the time has no preference, we will give them chicken. If by row 27 chicken is all we have left to offer, then everyone else gets “assigned” chicken.

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Does PBS even look at my bid when it assigns my coverage awards ?

Yes. If you fall below the unstacking line for a given date then PBS will assign coverage pairings on your block first. When assigning coverage, PBS will read your bid to find the first bid line that allows it to award a pairing in that stack taking into account any Avoid or Prefer Off bid lines that it can. Once that is complete, PBS will continue unstacking on other dates if necessary. After unstacking has been completed, then PBS will read your bid to complete your block around the pairings that it has assigned to you by coverage. The ‘Coverage goes in first’ process is important to ensure that the unstacking line is as low as possible. Otherwise a clever junior bidder could build a set of bid lines that do not allow PBS to assign them coverage awards. If this were the case then the unstacking line would need to go up in seniority to satisfy the parameters.

How can I stop from being assigned by coverage?

You cannot. Because of how the coverage award process operates, as mentioned earlier, you cannot stop from being assigned by coverage but you may bid to better your chances of being awarded pairings that you prefer. For example, you may ask for December 25th off, and then request pairings on December 25th that have a layover you prefer, or arrive before a certain time. Again PBS will consider these requests in priority where it can.

Why did PBS not honour my bid lines?

When there are multiple coverage dates PBS must also juggle bid requests and legalities. For example, March 4th is being unstacked. You are legal for the entire day however you request a late afternoon departure. Because PBS processes the bids for your base several times, it knows that there is someone junior to you who will be assigned for coverage on another day making them not legal for the morning of the 4th. Rather than force the unstacking line to go higher, PBS will assign you for coverage the morning flight and the late afternoon flight will be assigned for coverage to someone else.

Another consideration made by PBS is that there are some pairings that are “married” together. Pairings that arrive very late one day and depart the late the next are one example.

How can I know if or on what date(s) I will be assigned for coverage?

There is no set formula to predict who will be assigned coverage and on what day or days. Experience has shown us that civic and/or religious holidays as well as weekends are more likely to be higher coverage dates. As to who will be assigned coverage first, that is more a factor of those senior to you and their bid preferences.

Why was someone junior to me not assigned coverage on the same dates as I was?

That is possible for a number of reasons some of which have already been covered: legality, availability of pairings, their language qualification(s), etc. Another is where there are multiple coverage dates and/or entire blocks are assigned by coverage. While those higher in seniority that fall just below the unstacking line may only be assigned coverage on one day, as PBS gets closer to the end of the block holders it can be juggling several coverage dates. There are cases where it is not possible to assign by coverage to someone on every possible coverage date. In these cases, PBS will assign coverage based on past passes.

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How does PBS assign coverage?

Once PBS has determined the unstacking line for that day anyone below that line has their bid read as follows:

First your bid is read looking for the first bid line that satisfies the stack. That means that if PBS is assigning for coverage on July 1st it will read your bid looking only for bid lines that allow it to assign you a pairing on July 1st. Yes your Avoid and Prefer Off bid lines are considered. Once PBS finds a bid line that allows it to assign a pairing for coverage on that day a pairing is assigned. PBS then looks to see if there are other dates to assign coverage. Since this process happens one day at a time you may find yourself, for example, assigned coverage on single day pairings over a span of three days. This usually occurs if you ask for all three days off and although PBS must eventually assign you for coverage you on all three days; remember that it only looks at one day at a time and will try to give you some of that day off even if for a few hours. A good example of this is December 25th. Let's say that you ask for December 24, 25 and 26th off. In this example we will say that PBS must assign you coverage on all of those days (and in that order) but remember that it will do so one day at a time. So with your prefer off request (Dec 24, 25, 26) PBS will actually search for a pairing touching December 24th. If it can do this then it moves to assign you coverage on December 25th. PBS will search for a 1-day pairing on December 25th as it tries to still honour your Prefer Off on December 26th. If it can do this then the pairing is assigned and then PBS moves to assign you coverage on December 26th and so on. The end result is that you may find yourself on three one day pairings where more junior bidders are assigned, for example, a three day overseas even if you asked for overseas.

How can this happen? First, PBS will try to give you some time off per day (as per the prefer off request in this example). Second, it is possible that the junior bidder did not ask for the time off or when PBS was assigning them coverage there were no one or two day pairings left.

PBS starts assigning coverage on the day with the highest stack. Within that day, if no bid lines match a pairing in the stack OR if PBS is assigning coverage for language, PBS will assign the pairing with the highest credit. If all the coverage days have the same stack height, PBS will assign based on the results of previous passes.

Is Denial Mode the same as being assigned for coverage?

No. Denial Mode and Coverage Awards are two completely different processes.

One thing to keep in mind is that if in Denial Mode, PBS removes negative bid lines (Avoid, Prefer Off). In the case of a Prefer Off bid line, a date that is removed in Denial Mode may correspond later in seniority with a coverage date. Therefore it is possible to be awarded a pairing on that date without that pairing being assigned by coverage on your block.

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When will coverage awarding be fixed?

The Coverage Award process is not broken; it is not a bug or error in PBS. It is a necessary process to ensure that pairings are covered.

Coverage Awarding is a very complex process undertaken by extensive algorithms on high powered computers. Factor in the various language requirements at each base and everyone's bidding preferences and one can see that this is a complicated process. We have been using PBS since 2006 and are confident in knowing that PBS will do its best to honour the bids while at the same time ensure that the operational requirements of the company are met. The two are not mutually exclusive.

Even these examples are general in nature however the whole story on coverage awards is much more complex. Here we have been reviewing awarding for coverage on a given date; however coverage awarding occurs at a given hour on a day. In all cases the governing principles remain the same.

The realities are that coverage is a necessary part of PBS or any bidding/blocking system.

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Denial Mode

Denial Mode as defined by PBS:

The removal of some or all of your negative bid lines by PBS in order to build you a legal block.

At the top of my Reasons Report it says Affected by Denial Mode, what does this mean?

Denial Mode is used to remove barriers that permit PBS from awarding you a legal block. These barriers are in the form of negative bid lines such as “Prefer Off” and/or “Avoid”.

If you do not have a legal block once PBS has processed your bid lines, PBS will use the embedded Award Pairings bid line to complete your block. If PBS still cannot build you a legal block it will wipe out all pairings awarded to you and remove the last negative bid line in your bid. Note: if the bid line removed is a Prefer Off with multiple dates, then the last date will be removed.

This process continues until a legal block can be awarded or there are no negative bid lines that can be removed. In this case, if PBS is still unable to complete you a legal block, it will use another process known as Secondary Line Generation (SLG). In SLG, PBS will ignore all of your bid lines and attempt to award you a legal block.

If after SLG is completed you still cannot be awarded a legal block, PBS will process next bid group.

Can I avoid Denial Mode?

Yes and no. PBS will always attempt to build you a block according to your higher preferences and Denial Mode is only applied if PBS has no other options prior to assigning you reserve. The more flexibility that you give to PBS the less likely that you will be affected by Denial Mode. You may add more generic bid lines or use Forget and Redo to strategically remove negative bid line(s).

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Minimum Credit

Minimum Credit as defined by PBS:

Using the Minimum Credit condition tells PBS to award you a block closest to the minimum allowed credit as possible.

“Closest to the minimum” does not mean just above or less hours than someone junior. “As possible” is always in conjunction with your bid lines and the order in which they were submitted. PBS does not scan all of your bid lines to award only enough pairings from selected bid lines to make a legal block that gets you just over the minimum threshold for that month. Rather, when Minimum Credit is requested PBS follows your bid lines in the order that they were submitted and will only stop once the minimum threshold for that month is passed. How PBS achieves this is a function of how you structure your bid.

There are times when the number of Minimum Credit bidders must be limited. This would be done if the number of Minimum Credit bidders is such that there are not enough blocks awarded to sufficiently cover the flying at that base and/or the required reserve coverage is not met. When the number of Minimum Credit bidders is limited, anyone below that limit will have “*Maximum Min Credit Bidders Reached*” displayed below the Minimum Credit bid line. When this occurs, PBS will read your bid and award you pairings as if the request was not made.

I requested Minimum Credit but did not get it. What happened?

Requesting Minimum Credit does not instruct PBS to find you a combination of your bid lines that will result in a block as close to the minimum threshold as possible, nor does it guarantee that your block total will be less than someone junior to you. Requesting Minimum Credit actually instructs PBS to stop awarding you pairings once you pass the minimum threshold, which is either 71 hours (in an 80 hour block month) or 76 hours (in an 85 hour block month)

When Minimum Credit is requested, PBS processes your bid lines as per normal, however after each pairing is awarded it will check to see if the minimum threshold has been passed. If you have not passed the minimum credit threshold, PBS will continue to award additional pairings at that bid line or move to the next bid line.

Once the minimum credit threshold has been passed PBS will stop awarding you pairings.

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I requested Minimum Credit and there is someone junior to me who has fewer hours. How can that be?

With a preferential bidding system, that is very possible. Because PBS follows your bid lines in the order that you submitted them, it is obliged to follow that order. If you fall below the minimum credit threshold by, for example, 15 minutes and request a 9-hour pairing on your very next bid line, PBS must award you that 9 hour pairing if it is available. The result is a “Minimum Credit” block that is 15 minutes under the maximum.

Junior bidders with fewer hours have either structured their bid lines differently allowing PBS to award them enough pairings to bring them over the minimum threshold prior to the embedded Award Pairings bid line or their bid went to Award Pairings to complete their block. When PBS is required to use Award Pairings to complete a legal block it will stop awarding pairings once it surpasses the minimum threshold.

I bid Minimum Credit and it was honoured. This month is an 80 hour month and my block is at 79:30 hours however I was awarded two 4-hour pairings. Can these be removed?

Several possibilities can result in this occurring. One is that the 4-hour pairings were awarded at a higher bid line when the total number of hours was not above the minimum threshold. Remember that PBS will not rearrange your bid lines to create a bid that will result in fewer hours being awarded.

Another possibility is in a bid line where it appears that PBS has awarded you multiple pairings where one, or more, of these pairings appears to have been assigned over and above the minimum threshold. This occurs usually in “generic” bid lines, where a range of pairings may be awarded. In these cases the order of the pairings displayed may not be the order in which they were assigned. For example, it is an 80 hour month and by your bid line 18 you had been awarded 62:30. At your bid line 19 you request pairings with a credit over (>) 3:59. Although PBS displays that you were awarded a 4-hour pairing on the 2nd, a 4-hour pairing on the 4th and a 9 hour pairing on the 17th, they were likely not awarded in that order. With 62:30, PBS may award two 4-hour pairings bringing you to 70:30. Still below the threshold, PBS continued to process that bid line and awards you a 9-hour pairing bringing you to 79:30. Now that the minimum threshold has been passed, PBS will stop awarding. Again, PBS will follow your bid lines and in this example the 9-hour pairing is one that fit the criteria of the bid line.

Should I bid Minimum Credit?

As outlined above, bidding Minimum Credit instructs PBS to stop awarding you pairings once you pass the minimum threshold. If you do not bid Minimum Credit, PBS will continue to read your bid and award you pairings until it reaches the end of your bid. If you are able to construct your bid so that you bid just enough bid lines so that by the end of your bid you are awarded pairings that bring you just above the minimum credit threshold, then this is where PBS will stop. This type of strategy does require an excellent knowledge of what you can hold to precisely manage your bid.

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Reserve

Similar to PBS for Block Holders, the Reserve awarding system allows you to build your reserve schedule to the best of PBS's ability around your reserve bid line requests and the Company's daily reserve requirements. These daily reserve requirements must be met as PBS awards reserve days. The daily reserve requirement parameters are set according to various factors in the coming month. These include weekends, holidays (statutory, school, religious, etc.), leaves and the number of reserves required/available for that classification at the base in the month.

How does PBS determine the number of reserves?

The number of reserves is actually a factor of the number of block holders:

$$\text{Number of Reserves} = \text{Number of Available Bidders} - \text{Number of Block Holders}$$

Part of the function of PBS is to award as many blocks as possible and those unable to hold a block (or request reserve) are assigned to reserve. The Company does publish an estimated number of the minimum reserve requirement per classification at your base, however these numbers represent "pure" reserves which take into account absences like leaves, vacation, etc. and can vary based on how people bid (ie more hours or even minutes per bidder across the total number of block holders at a base may result in fewer potential block holders resulting in more reserves). During the PBS awards process, if the number of reserves falls below the required level then other action may be taken. This may include limiting the number of Minimum Credit Bidders which, for anyone below the cut-off, will show up on your Reasons Report as "Maximum Min-Credit bidders reached". Doing this instructs PBS to read bids below the cut-off without the requirement to stop after passing the minimum threshold for the month. PBS may then award more hours per bidder (below the cut-off) when possible and as a result reduces the number of block holders which increases the number of reserves.

What are the daily reserve requirements?

Daily reserve requirements are the number of people required to be on reserve for a given day. The requirements usually follow a pattern with more people working the weekend (Friday, Saturday and Sunday) and fewer on weekdays (Monday to Thursday). Again, in months where special events, holidays, etc. occur, daily requirements may be shifted accordingly. This is as much to allow the Company the flexibility it needs for these days as well as try and reduce the need to draft block holders should there be no legal reserves left that day.

While PBS Reserve works to award the minimum number of reserves on a given day it must also take into account other factors such as:

- Legalities: 4/14, 1/7 on overlaps as well as within the block month
- Reserve Block Rules for days on: no less than three (3) days on except at the beginning/end of the month or an absence.
- Reserve Block Rules for days off: no less than two (2) days off except at the beginning/end of the month or an absence.
- Available reserve block holders (i.e. vacation, LOA, Special Assignment, return to work, etc.).

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Because the actual number of people on reserve may not be guaranteed (this number is as much a function of PBS as it is a function of individual bidding preferences) it is not possible to pre-set exact daily requirements. To do so may actually penalize those on reserves if the total number is low and daily requirements are high. Other than times where peak or holiday periods occur, and this may vary, a general rule of thumb is to expect 2/3 coverage on high priority days and 1/3 on low priority days. Again, there are situations where even the most senior reserve block holder may be required to work if more junior reserve block holders are not available/legal.

Can I be unstacked on reserve?

Yes you may be unstacked on reserve. With all that PBS must honour, it is possible for even the most senior reserve at a base to be unstacked on a reserve day. This is mostly because of people on reserve who are junior and who cannot work on that day because they are either on vacation, on a leave (or other absence) or not legal to be on reserve that day because of legalities or other patterns that they must take to satisfy other stacks, etc. Legalities and reserve award rules must be respected when unstacking on reserve. We know that one rule is that you may not be awarded a single (or double) day of reserve other than at the beginning or end of the block month (or absence). Therefore if you are unstacked for even a single day and if that day is in the middle of the month then PBS must add at least two (2) more reserve days onto it to make for three (3) in a row.

A good example of how PBS must honour legalities and reserve awarding rules is the beginning of January. Here is where more junior reserves (and block holders) are working very heavy schedules at the end of December which may make them unavailable to work at the beginning of January. In these cases more senior reserves will work as the juniors may not be forced on reserve days if they are not legal.

What if I do not want to be on reserve?

You may not have that option, but there are ways to increase your chances of not being assigned reserve. The simplest is not to bid reserve using Else Start Next Bid Group with Start Reserve Bid as the next bid group or likewise with the bid line Clear Schedule and Start Next Bid Group. Do not worry, if there is no possible way for PBS to award you a legal block you will be assigned reserve, you do not need to request it.

Someone junior to me has a block and I got reserve, why did this happen?

There are a number of reasons why:

- The junior person may have been able to be awarded extra pairings that you were not legal for. This most often happens at the beginning of the month where 4/14 and/or 1/7 rules may eliminate some pairings for you.
- The junior person may have waived the 4/14 or 1/7 rules allowing PBS to award pairings that would otherwise not be legal to be awarded to you if you did not.
- Overlap credits from pairings in the previous month carrying over into the current month along with the available pairings making a legal block.
- Vacation credits also count towards block credits so this along with available pairings may have allowed PBS to make them a legal block.
- Language qualifications even for junior bidders may allow PBS to assign pairings that more senior bidders are not qualified for again allowing PBS to make them a legal block.

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What else should I know?

- If you want a block over reserve then DO NOT add direct PBS to your Reserve Bid Group by using the Start Reserve Bid as a bid group following a Pairings bid group containing Else Start Next Bid Group and/or Clear Schedule and Start Next Bid Group. These bid line and bid group combinations may send your bid to reserve before PBS had the opportunity to use up all of the processes designed to award you a block such as Denial Mode.
- If you use the pattern bid then this request may override other reserve bid lines including Prefer Off. The pattern will take priority over other reserve requests.
- Use a calendar to plot out your reserve time off and working days. There are times where, within the reserve awarding process, PBS must force you to be on a reserve day even though it was not being unstacked. This occurs when either too much time off is requested and/or the time off requested does not allow a legal awarding of days on/off (ie violates 1/7, 4/14 or both).
- 4/14 and 1/7 rules may be waived for block holders, but only 4/14 or 1/7 may be waived for reserve.
- “Else Start Next Bid Group” and/or “Clear Schedule and Start Next Bid Group” bid lines followed by the “Start Reserve Bid” bid group may not result in your being assigned reserve if PBS does not encounter them during coverage or if you are assigned a complete block by coverage.
- In cases where PBS assigns you for coverage for language PBS may need to ignore any Avoid or Prefer Off bid line with “Else Start Next Bid Group” or the bid group “Start Reserve Bid”.

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Appendix 1 – Section 1 – Introduction

Introduction

Using the Desktop PBS Bidder is optional and does not replace the current Web PBS Bidder available through the *acaeronet*, the Web PBS Bidder will remain in place and accessible in the same way as it is now. **The Web PBS Bidder and the Desktop PBS Bidder may be used interchangeably**; if you submit a bid using the one version you do not need to submit a bid with the other version. Either may be used to create or edit bids and search pairings. You may use one to create and submit your bid and then the other to edit and submit your edited bid.

Once installed on your computer, the Desktop PBS Bidder allows you to create bids without the need for an internet connection although **an internet connection is required to install and synchronize the pairings at your base at the start of bidding and your bid before the close of bidding**.

The functionality of the Desktop PBS Bidder is the same as for the Web PBS Bidder.

The Desktop PBS Bidder may be used to analyze your bid to see the pairings that may be awarded and/or avoided with your bid lines. To do this, the Desktop PBS Bidder will show all the pairings that match your bid lines as if you are the most senior bidder in your classification at your base. It will not simulate your award. There are too many factors that impact your bid including what those senior to you are awarded, pairing combination legalities, etc. The advantage of the analysis tool is that it displays the number of pairings that match a given bid line. This may assist you in determining the relevancy of that bid line or indicate that bid lines could be edited or that additional bid lines may be necessary.

The section on installing the PBS Desktop Bidder is found later in this guide and will walk you through the installation process. The installation process is only required once however, if used, the Desktop PBS Bidder does require synchronization at bid opening (download pairing and previous bid files) as well as for bid submission.

Installation of the Desktop PBS Bidder may take 30 or more minutes depending on the speed of your internet connection and may be installed on a Windows compatible PC running Windows 98 through Windows 7. There is no Macintosh version of the Desktop PBS Bidder; however it may be possible to install it on a Mac with a Windows emulator.



The purpose of this appendix is to provide information on the PBS Desktop Bidder. For information on bidding, bid lines and/or bid groups please refer to the PBS Bidder's Guide.

Appendix 1 – Section 1 – Introduction

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Appendix 1 – Section 2 – Accessing PBS Desktop Bidder

Log In to the Desktop PBS Bidder

Once the Desktop PBS Bidder has been installed, launch the Desktop PBS application (double-click on the **Navtech PBS** icon).



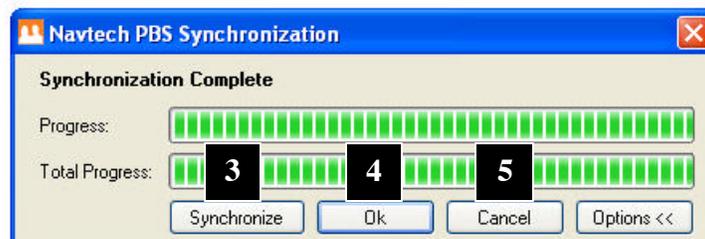
When the Navtech PBS Login dialog appears:

- Enter your employee ID and password [1].
- Click the Ok button [2] (will become available once an employee ID and password are entered).



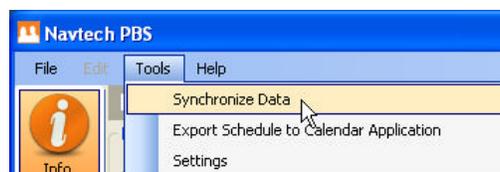
Data Synchronization:

Data synchronization is used to ensure that bid period information (bids, pairings, etc.) is up-to-date. If you are connected to the Internet, the Navtech PBS Synchronization prompt will appear every time you log in. To synchronize data click on the Synchronize button [3]. Once data synchronization is complete the Ok button [4] will be active. Click on it to go to the Desktop PBS Bidder. If you are sure that you have the most up-to-date information or you are not connected to the internet and the Navtech PBS Synchronization prompt appears you may cancel the data synchronization by clicking on the Cancel button [5].



The Ok button becomes accessible only once all synchronization processes are complete.

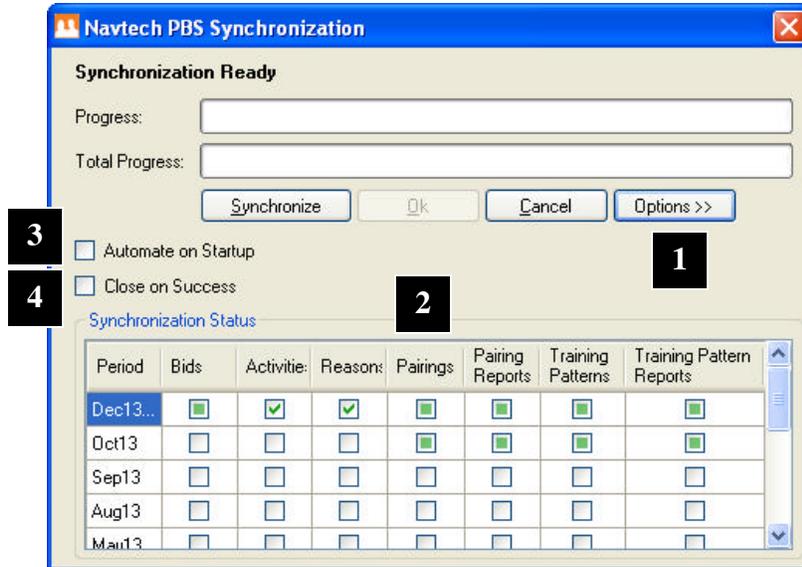
You may also synchronize data at any time from within the PBS Desktop Bidder when connected to the internet. Select Tools > Data Synchronization from the menu bar at the top of the screen.



Appendix 1 – Section 2 – Accessing PBS Desktop Bidder

Data Synchronization Options:

You may control the data that is synchronized with the Desktop PBS Bidder. To adjust synchronization data options select the Options button [1] on the dialogue box and then the options that you wish to change [2].

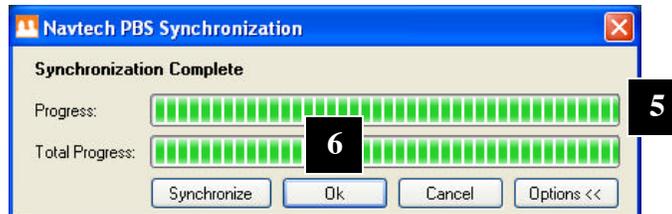


<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filled square	Checkmark	Empty square
Information for this period is up-to-date.	Information for this period may be out-of-date and should be synchronized.	Information will not be synchronized.

Other Selectable Options:

- Automate on Startup [3] automates the synchronization process, you will not see the dialogue prompt box, as data is synchronized every time you log into the Desktop PBS Bidder
- Close on Success [4] closes the dialogue prompt box once synchronization has been completed successfully.

Once synchronization is complete all progress bars [5] will be green and the Ok button [6] available. Click the Ok button to proceed to the Desktop PBS Bidder.

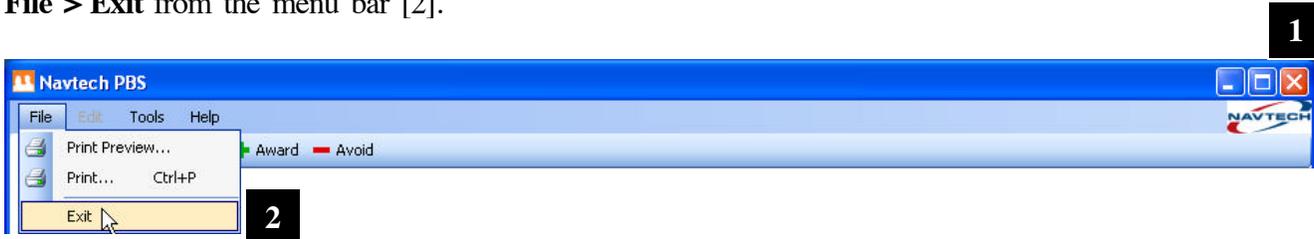


The minimum synchronization requirement is for your bids however to fully use the features of the Desktop PBS Bidder pairings should also be synchronized.

Appendix 1 – Section 2 – Accessing PBS Desktop Bidder

Log Out of the PBS Bidder

You may close Desktop PBS using the close button [1] on the top right corner or by selecting **File > Exit** from the menu bar [2].



If you log out of the PBS Bidder before submitting your bids, any changes you made to your Current bid or Default bid are lost.

If you close Desktop PBS before saving your bids you will see the following message:

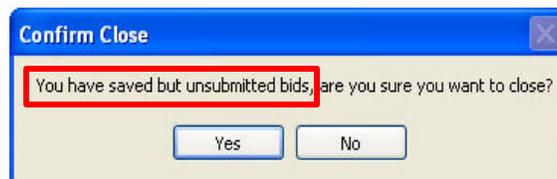


Click Yes to exit without saving or click No to cancel the exit and save your bid.



An internet connection is NOT required to save a bid. When a bid is saved it is stored on the computer you are working on. To retrieve a saved bid you must use the same computer where the bid was saved.

If you have saved your bid but have not submitted it you will see the following message:



Click Yes to exit without submitting your bid or click No to cancel the exit and submit your bid. Submitting a bid must be done if changes are made to your bid in order for them to be considered for the block awards process.



An internet connection IS required to submit a bid. When a bid is submitted it is sent to the Web PBS Bidder and is available for the PBS Awards process after bid close.

Appendix 1 – Section 2 – Accessing PBS Desktop Bidder

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Appendix 1 – Section 3 – PBS Desktop Bidder Interface

PBS Desktop Bidder Interface

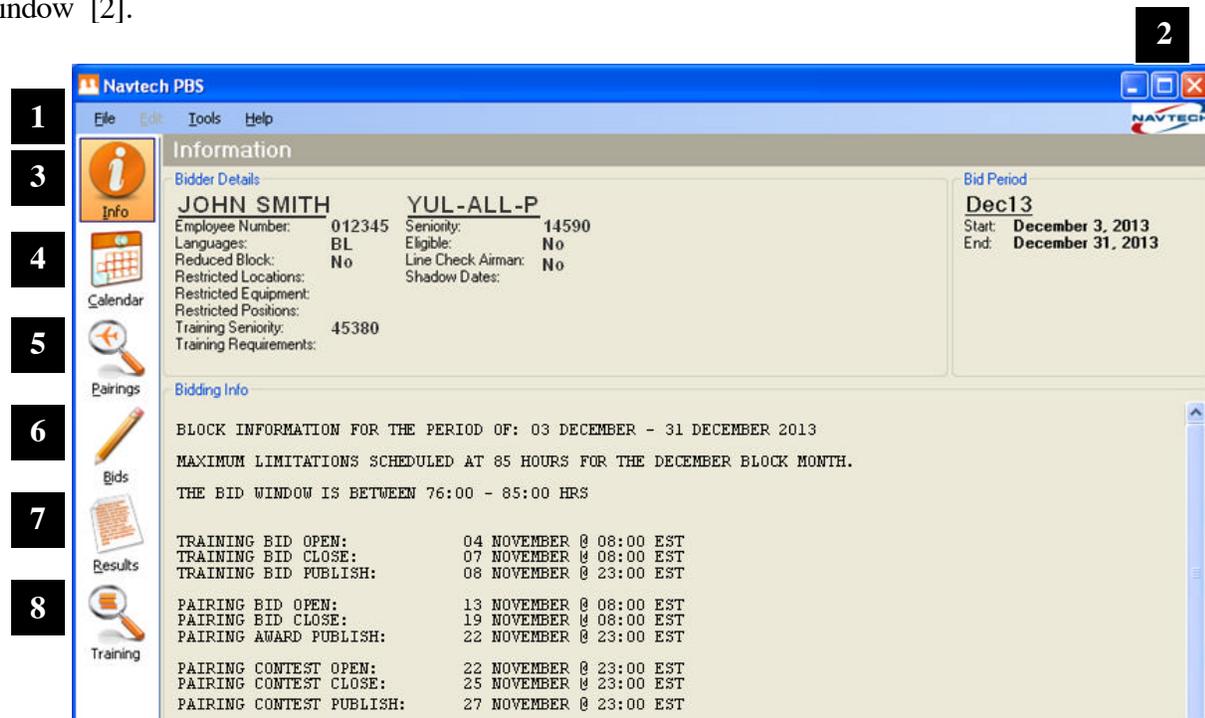
The PBS Desktop Bidder interface is similar to other MS Windows programs. The Menu bar, along the top of the screen, [1] is available to you on every screen. File, Edit, Tools and Help appear when applicable. Through these menu items you may print information, synchronize data, change your settings, export your schedule to a calendar application and open the help files.

In the PBS Desktop PBS Bidder, you may move around the interface and create bids by clicking on different options. You only need to type employee numbers and specific pairing numbers when you are creating your bid.

The PBS Bidder uses standard Windows options for selecting items in lists:

- to select a single item, click on it
- to select several items grouped together, click on the first item, hold down the Shift key, and then click on the last item
- to select several items scattered throughout the list, click on the first item, hold down the Ctrl key, and then click on each of the other items you want to include in the selection

There are also the usual Windows control buttons for minimizing, maximizing and closing the program window [2].



Selectable icons used to access the various pages in the PBS Desktop Bidder are placed along the left side of the screen:

3. Info Page: Individual and bidding information is displayed.
4. Calendar Page: Your calendar is displayed.
5. Pairings Page: Pairings are listed and/or searched here.
6. Bids Page: Where you enter and edit your bid sheet.
7. Results Page: (NOTE: The Results Page is not used in the Air Canada version of PBS)
8. Training Page: Training Patterns are listed and/or searched here.

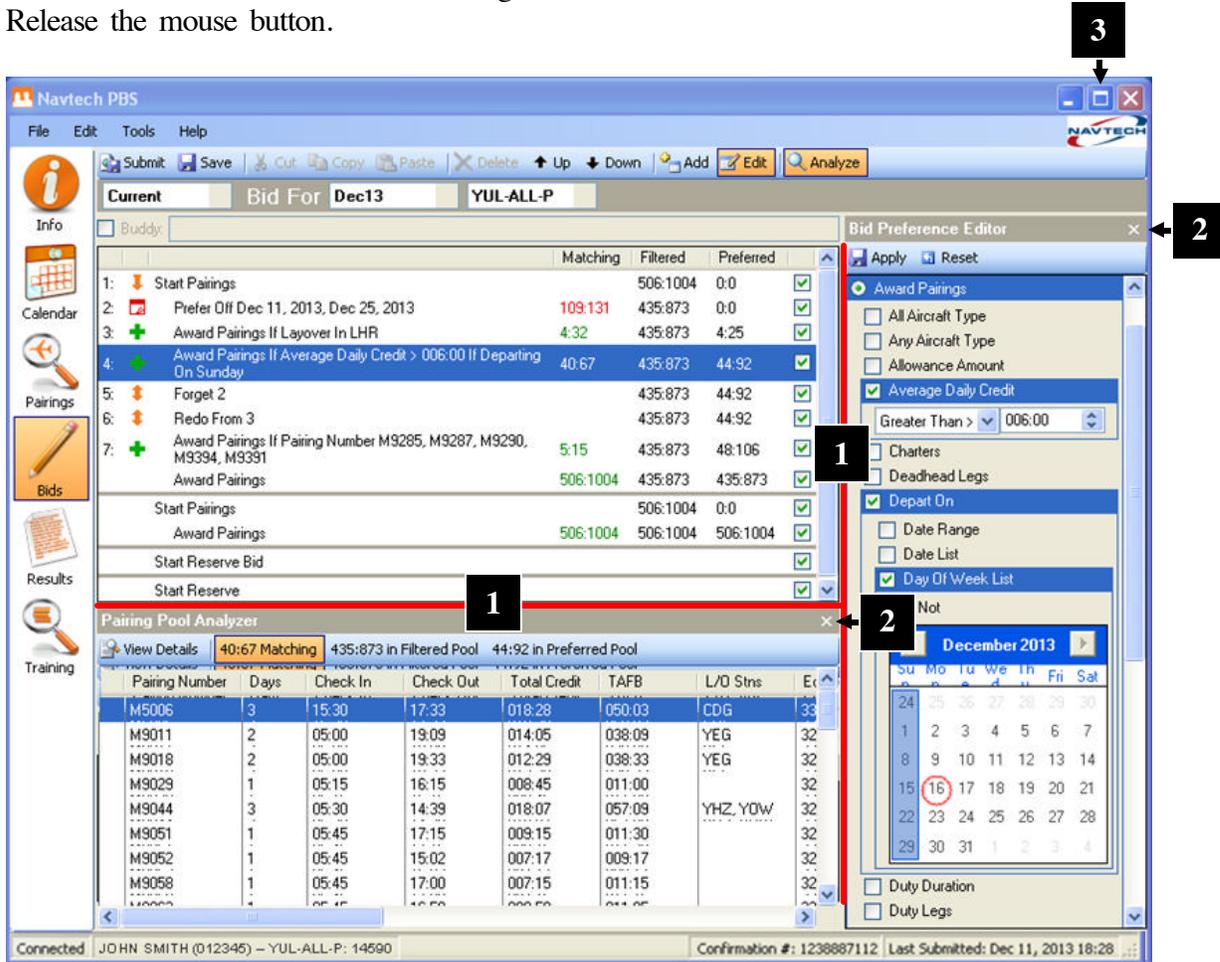
Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Customizing the Interface

Some screens allow you to customize the windows. Normal windows conventions are followed for the sizing of “panes” within a window.

Adjust the Size of a pane:

1. Move the mouse pointer over the border between various panes [1] indicated by the red lines in the screenshot below.
The mouse pointer changes from the pointer icon to the  “adjust pane” icon.
2. Click and hold the mouse button to drag the border to its new size.
3. Release the mouse button.

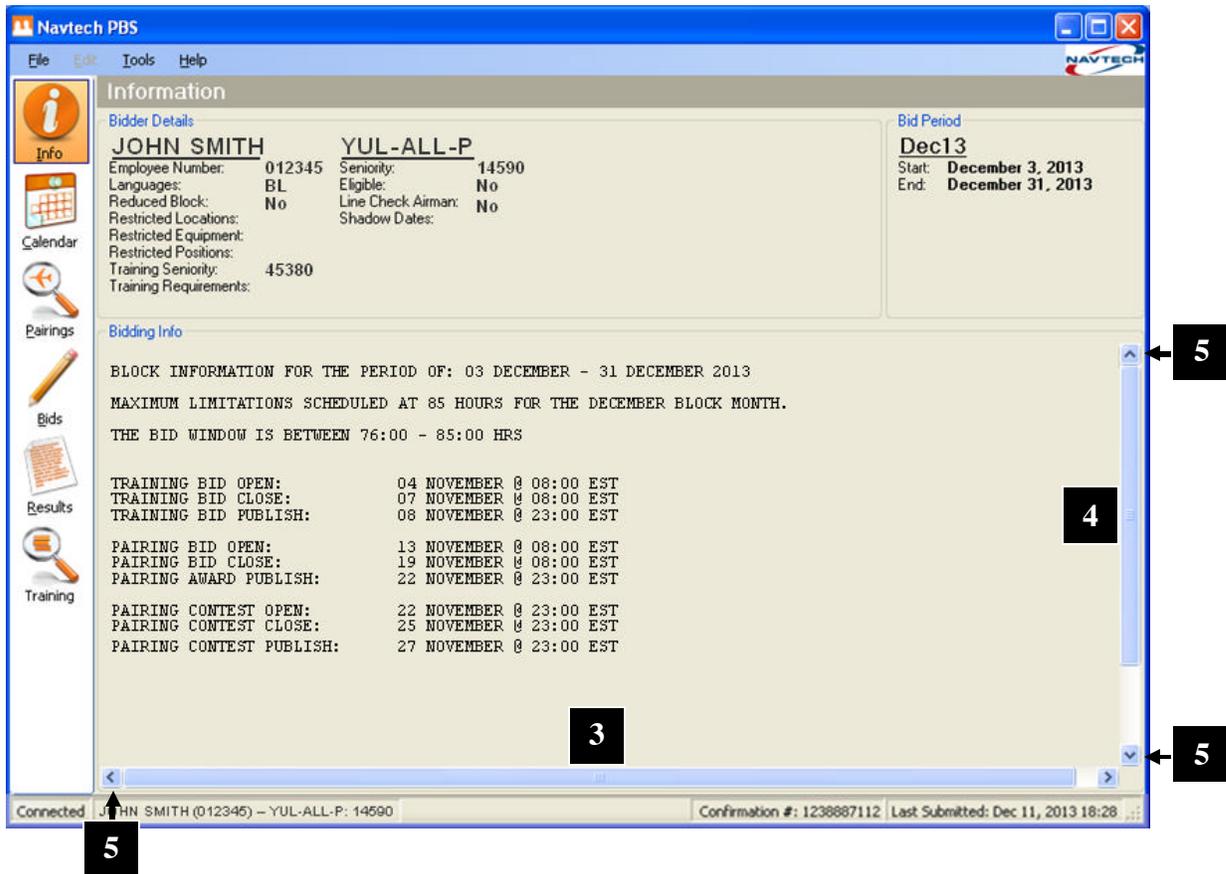


Since several panes may be open at one time, you may choose to close a pane by clicking on the “X” [2] at the top right of the applicable pane. Note that some panes cannot be closed.



Depending on your computer screen’s resolution, you may see more or less information than the screen shots in this document. It is preferable to expand the Desktop PBS Bidder screen to its maximum by clicking on the Maximize button [2].

Appendix 1 – Section 3 – PBS Desktop Bidder Interface



Scroll bars, may appear at the bottom or right of a window. These signify that there is more information than can be displayed. Click and hold the left mouse button on the darker part of these bars and slide the bar left or right (horizontal bars [3]) or up and down (vertical bars [4]). You may also use the arrows [5] at the extremes of the scroll bar to move the window.

Appendix 1 – Section 3 – PBS Desktop Bidder Interface



The Pages in the PBS Desktop Bidder are similar to the ones covered in the main section of this guide.

Info Page

When you first log in to the PBS Desktop Bidder you see the information page which contains your personal information and bidding information from your administrator.

Information

Bidder Details

JOHN SMITH	YUL-ALL-P
Employee Number: 012345	Seniority: 14590
Languages: BL	Eligible: No
Reduced Block: No	Line Check Airman: No
Restricted Locations:	Shadow Dates:
Restricted Equipment:	
Restricted Positions:	
Training Seniority: 45380	
Training Requirements:	

Bid Period

Dec13

Start: December 3, 2013
End: December 31, 2013

Bidding Info

BLOCK INFORMATION FOR THE PERIOD OF: 03 DECEMBER - 31 DECEMBER 2013

MAXIMUM LIMITATIONS SCHEDULED AT 85 HOURS FOR THE DECEMBER BLOCK MONTH.

THE BID WINDOW IS BETWEEN 76:00 - 85:00 HRS

TRAINING BID OPEN:	04 NOVEMBER @ 08:00 EST
TRAINING BID CLOSE:	07 NOVEMBER @ 08:00 EST
TRAINING BID PUBLISH:	08 NOVEMBER @ 23:00 EST
PAIRING BID OPEN:	13 NOVEMBER @ 08:00 EST
PAIRING BID CLOSE:	19 NOVEMBER @ 08:00 EST
PAIRING AWARD PUBLISH:	22 NOVEMBER @ 23:00 EST
PAIRING CONTEST OPEN:	22 NOVEMBER @ 23:00 EST
PAIRING CONTEST CLOSE:	25 NOVEMBER @ 23:00 EST
PAIRING CONTEST PUBLISH:	27 NOVEMBER @ 23:00 EST

Note: Should you submit multiple pairing contests, the last one submitted prior to contest close will be the one that is used.

Connected | JOHN SMITH (012345) - YUL-ALL-P: 14590 | Confirmation #: 1238887112 | Last Submitted: Dec 11, 2013 18:28

Your personal information is found under Bidder Details [1]. Check over this section carefully and contact the planning department if any information is incorrect.

The Bid Period section [2] displays the start and end date of the bid period.

Messages from the administrator will be posted in the Bidding Info section [3]. Note that this information may change at any time.

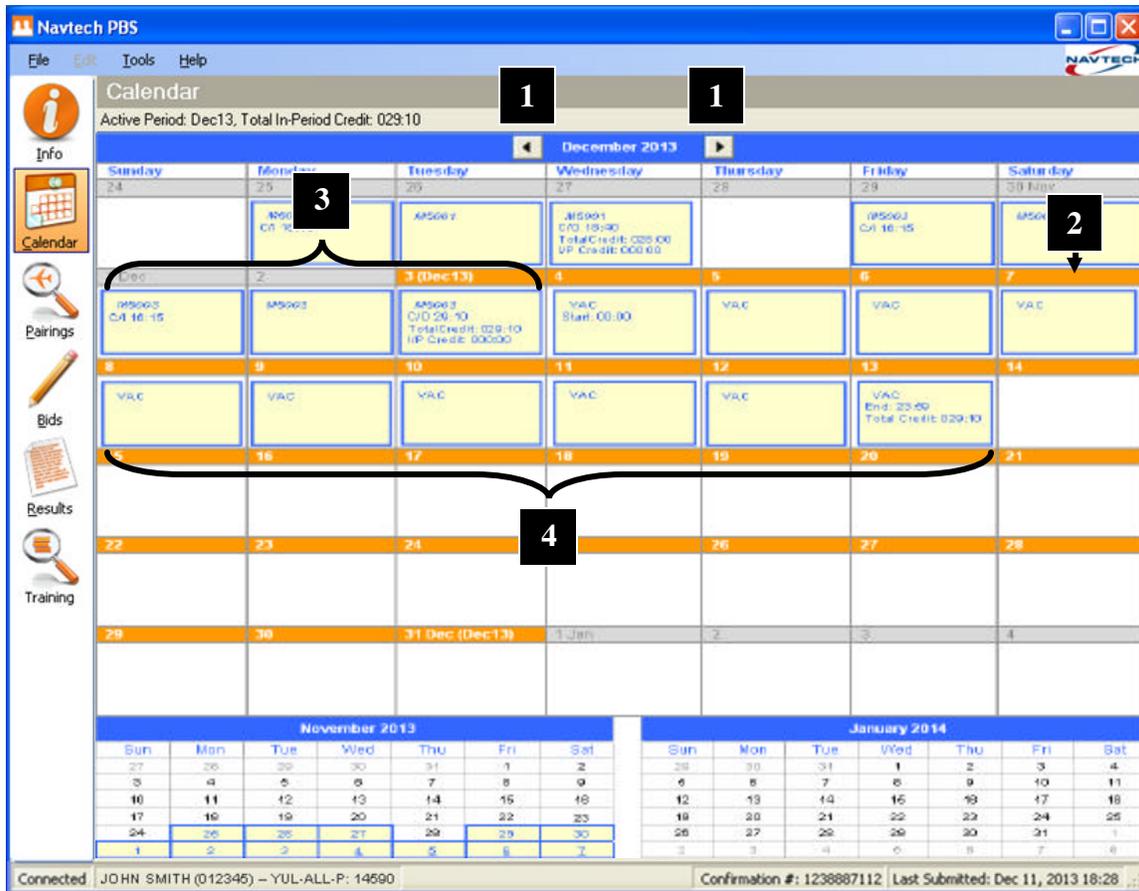
The navigation panel [4] on the left side of the window is always available to you. Select an icon on the panel to go directly to that screen.

The information on the bottom of the window is available to you on every screen. Here you will see the status of your connection to the internet [5] (you only need a connection to synchronize data and submit your bids), personal information [6], a confirmation number from your last submitted bid and the date and time of your last submitted bid [7].

Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Calendar Page

The Calendar Page displays information regarding any overlap credits, vacation credits as well as pre-determined leaves of absences, etc.



The Calendar screen displays a calendar containing your awarded and pre-awarded activities and absences, including pairings, training, and vacation. You can use this calendar to view your current block, as well as the current bid period. The calendar displays any carry-ins/carry-outs you may have from the previous bid period, and lets you check the actual dates of weekends or specific days of the week that may affect the bid you submit.

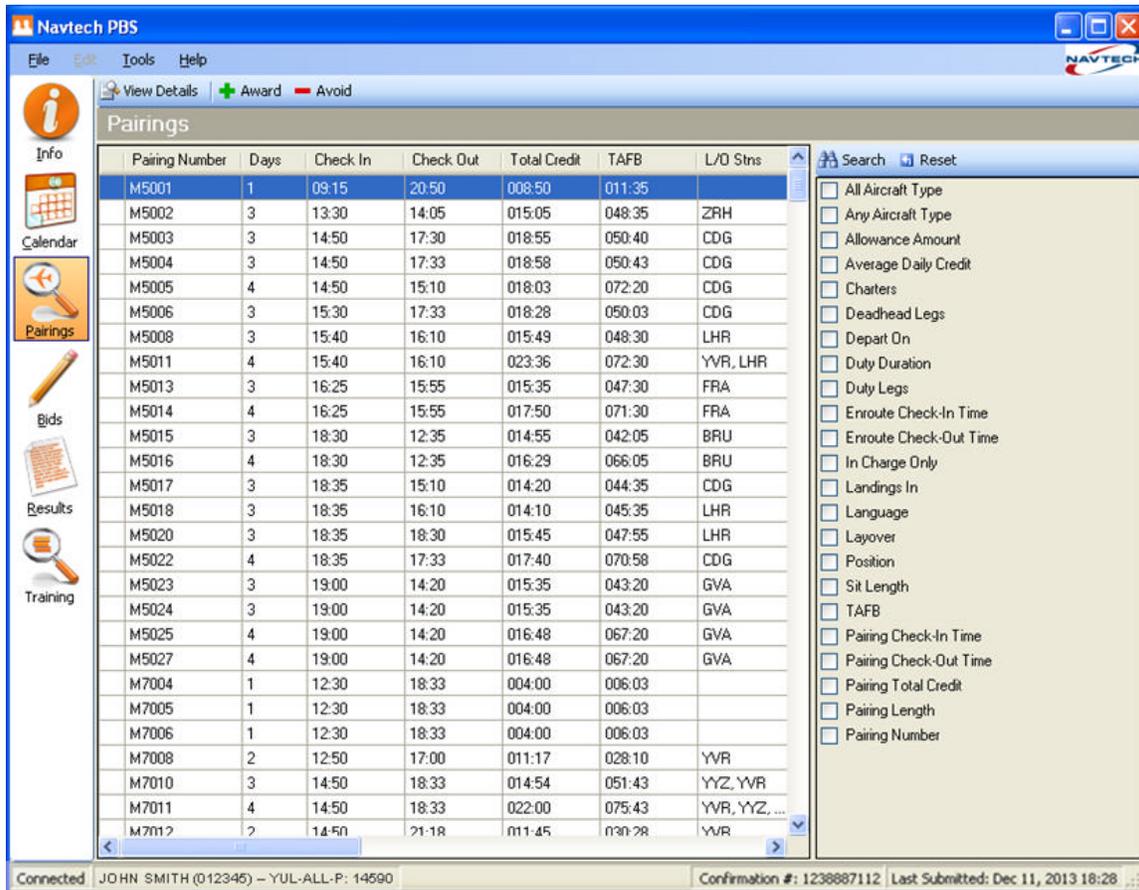
Within the calendar, you can click on an activity and a pop-up window appears containing the details of the item. The calendar displays six weeks at a time, but you can see up to 13 previous bid periods on the calendar.

1. Current Month and Navigation Arrows
2. Orange indicates the current bid period
3. Pairing
4. Absence (e.g. Vacation)

Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Pairings Page

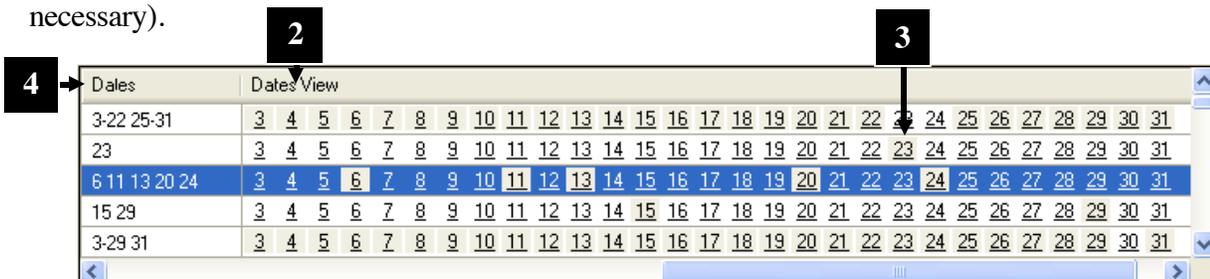
When the Pairings Page is first opened you will see all of the pairings available at your base and in your classification in order by pairing number. The Pairings Page displays information regarding the pairings available to you at your base. You may sort pairings, search for pairings, add pairings to your bid sheet as either Award or Avoid.



There is a lot of information on the Pairings Page. To view more information than is visible in the pairings pane you may enlarge the window to its maximum and/or use the scroll bars [1] to see the information that is off the visible pane.

For example:

One of the columns found at the extreme right of the pane is the “Dates View” [2]. You may need to use the scroll bar and or right scroll arrow to see this information. The dates that the pairing departs on are indicated by a light grey box [3]. The box may be difficult to see but does correspond to the information in the “Dates” column [4]. One way to see the dates in the Dates View is to select the pairing by clicking anywhere on the pairing line where the pairing is and scroll to the right (if necessary).



Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Sort Pairings

Pairing Number	Days	Check In	Check Out	Total Credit	TAFB	L/D Stns
M5001	1	09:15	20:50	008:50	011:35	
M5002	3	13:30	14:05	015:05	048:35	ZRH
M5003	3	14:50	17:30	018:55	050:40	CDG
M5004	3	14:50	17:33	018:58	050:43	CDG
M5005	4	14:50	15:10	018:03	072:20	CDG
M5006	3	15:30	17:33	018:28	050:03	CDG
M5008	3	15:40	16:10	015:49	048:30	LHR
M5011	4	15:40	16:10	023:36	072:30	YVR, LHR
M5013	3	16:25	15:55	015:35	047:30	FRA
M5014	4	16:25	15:55	017:50	071:30	FRA
M5015	3	18:30	12:35	014:55	042:05	BRU
M5016	4	18:30	12:35	016:29	066:05	BRU
M5017	3	18:35	15:10	014:20	044:35	CDG
M5018	3	18:35	16:10	014:10	045:35	LHR
M5020	3	18:35	18:30	015:45	047:55	LHR
M5022	4	18:35	17:33	017:40	070:58	CDG
M5023	3	19:00	14:20	015:35	043:20	GVA
M5024	3	19:00	14:20	015:35	043:20	GVA
M5025	4	19:00	14:20	016:48	067:20	GVA
M5027	4	19:00	14:20	016:48	067:20	GVA
M7004	1	12:30	18:33	004:00	006:03	
M7005	1	12:30	18:33	004:00	006:03	
M7006	1	12:30	18:33	004:00	006:03	
M7008	2	12:50	17:00	011:17	028:10	YVR
M7010	3	14:50	18:33	014:54	051:43	YYZ, YVR
M7011	4	14:50	18:33	022:00	075:43	YVR, YYZ, ...
M7012	2	14:50	21:18	011:45	030:28	YVR

To sort the order of the pairings (for example by Check In time):

- Click on the column header [1]. An “up” arrow will appear to the right of the column name. This sorts the pairings in an ascending order (lowest values at the top, highest values at the bottom) according to the data in that column.
- Click on the column header again to sort the pairings in a descending order (highest values at the top, lowest values at the bottom) according to the data in that column.

Check In ▲ : Pairings displayed in ascending order (according to the selected column)

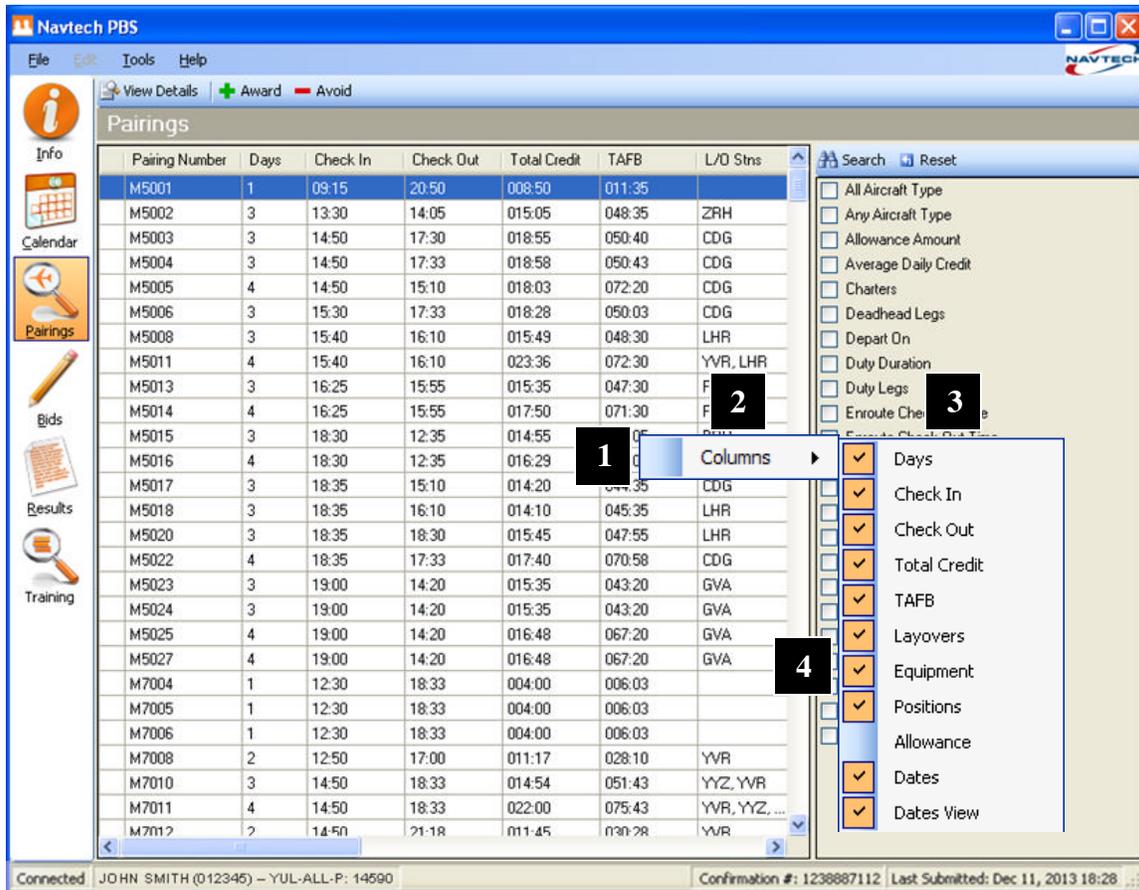
Check In ▼ : Pairings displayed in descending order (according to the selected column)



Depending on the width of the column, the “up” or “down” arrows may not be visible.

Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Show/Hide Columns

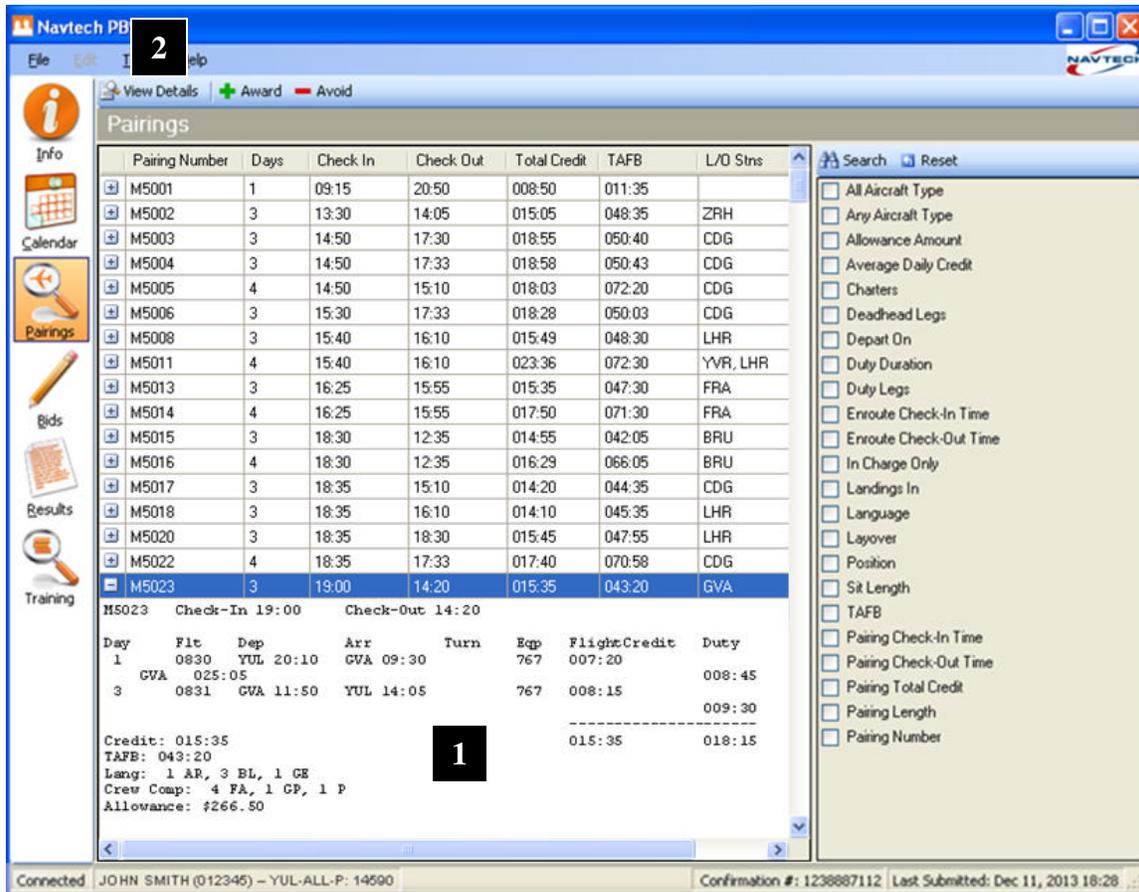


To show/hide columns:

- Right click anywhere on the Pairings table [1] Move you mouse over the Columns “button” [2] and the Columns menu [3] appears:
- On the Columns menu you may select which column:
 - A check mark [4] next to a Column title indicates that the column is currently displayed
 - Click on a Column title without a check mark to display it
 - Repeat these steps as often as necessary until you have the information that you want displayed

Appendix 1 – Section 3 – PBS Desktop Bidder Interface

View Pairing Details



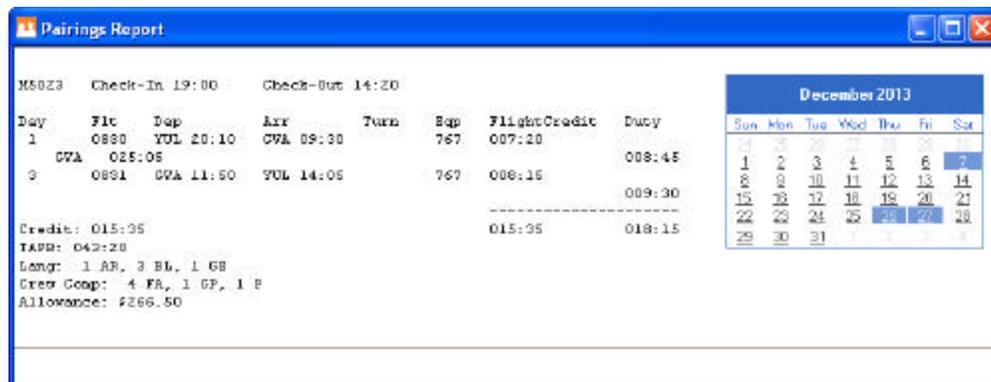
To view pairing details:

- Click on the **+** to the left of the pairing number
- The selected pairing(s) details will be displayed [1]
- To close the pairing details view, click on the **-** to the left of the pairing number

Alternatively, you may also use the “View Details” button [2] at the top of the pairings pane.

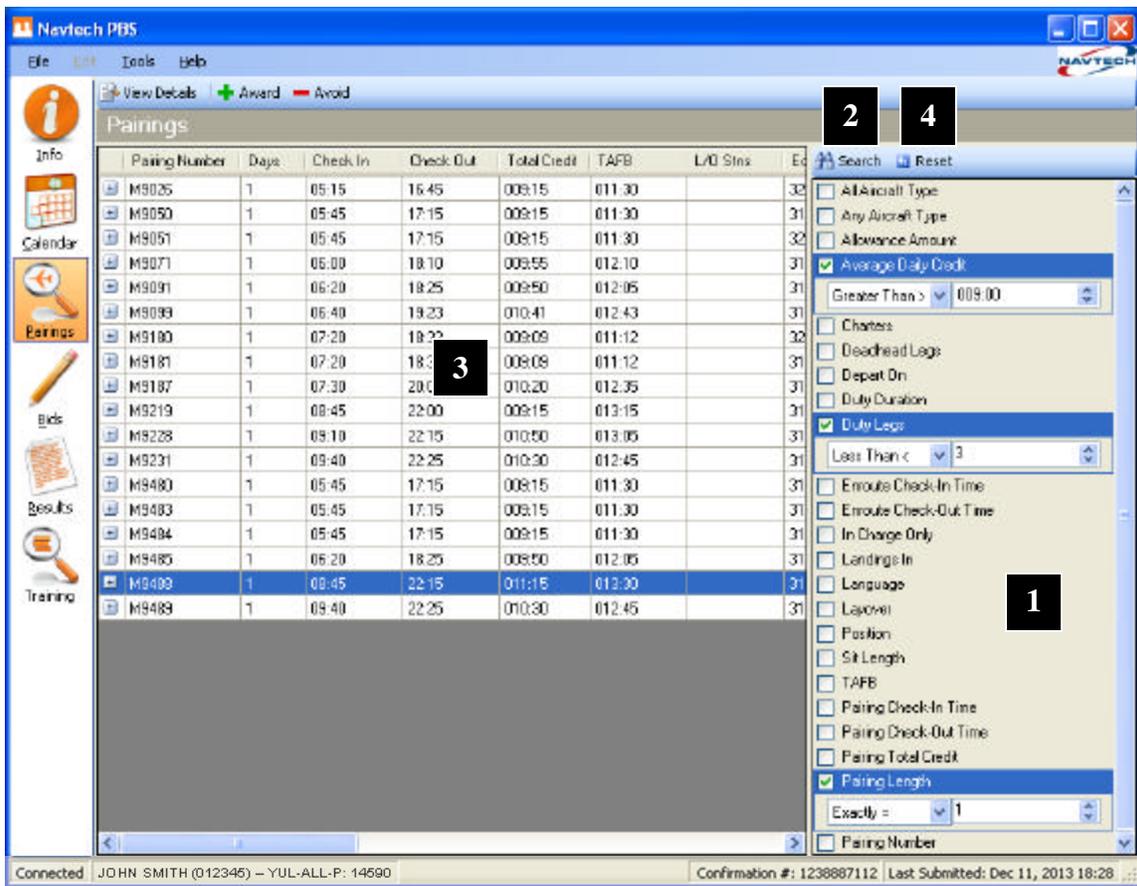
To view pairing details using the “View Details” button:

- Click anywhere on the line associated with the pairing (you may select multiple pairings using the Ctrl key). The lines with the pairing(s) will turn blue
- Click on the “View Details” button
- A separate window will be displayed with the pairing details:



Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Pairings Search

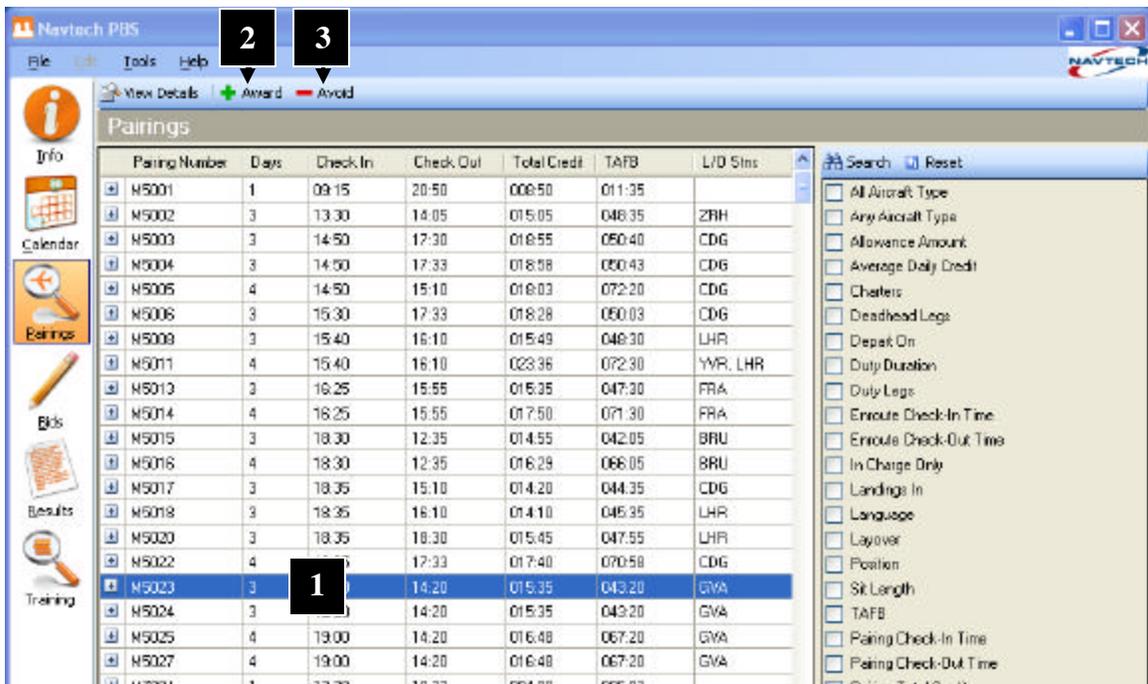


To search for pairings:

- Use the criteria in the pane to the right [1] to define the search parameters
- Once all the desired search criteria has been selected, click on Search [2]
- The pairings matching the search criteria will be displayed in the Pairings pane [3]
- You may reset the search criteria by clicking on the Reset button [4]

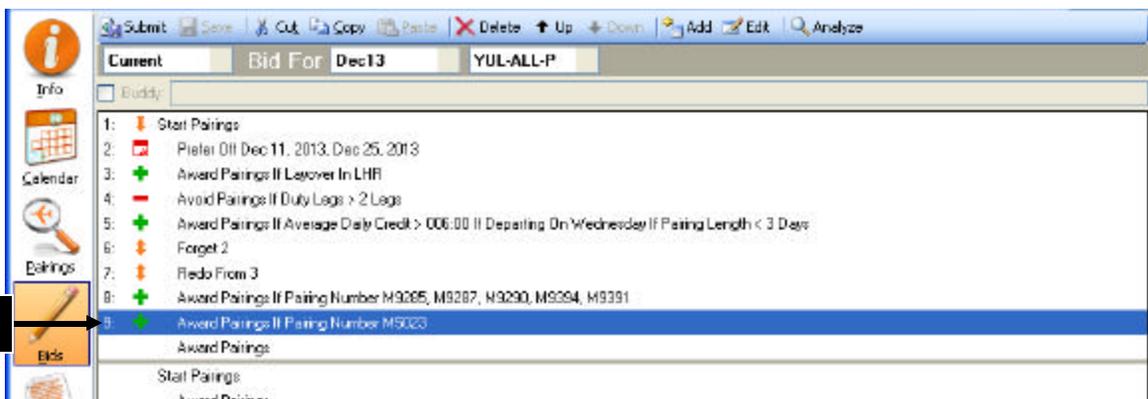
Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Adding an Award or Avoid Pairings



You may add an Award Pairings or an Avoid Pairings bid line to your bid sheet at any time from the Pairings page:

- Using the Pairings pane, select the pairing(s) that you want to include in your bid sheet [1]
- Click on the *Award* button [2] to add the pairing(s) to your bid as an *Award Pairings If Pairing Number XXXX* bid line
- Click on the *Avoid* button [3] to add the pairing(s) to your bid as an *Avoid Pairings If Pairing Number XXXX* bid line
- The appropriate bid line will be added to your bid sheet [4] (in this example Award was selected)



This method of adding a bid line will ONLY use the pairing number(s) selected to create the Award or Avoid bid line and not the criteria used to search for the pairing(s).

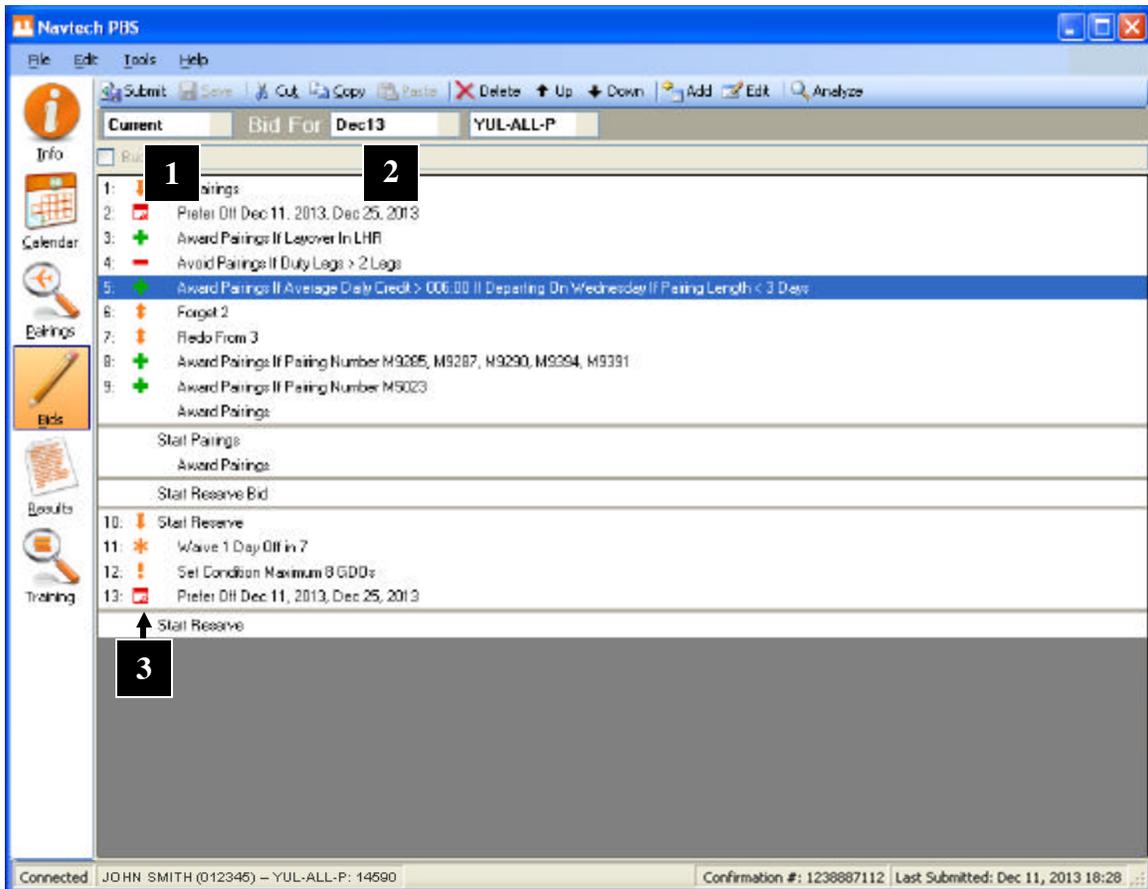


You may select multiple pairing numbers to be added to a single Award or Avoid bid line.

Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Bids Page

The Bids Page is where you create and/or modify your bids. After synchronization your bids will be copied into the PBS Desktop Bidder.



You select the type of bid [1] and if you want to reference previous bids you may select a previous bid period [2].

Bid Groups and Bid Lines are displayed similar to the on-line version of PBS.

Note that some bid lines have symbols just to the right of the bid line number [3].

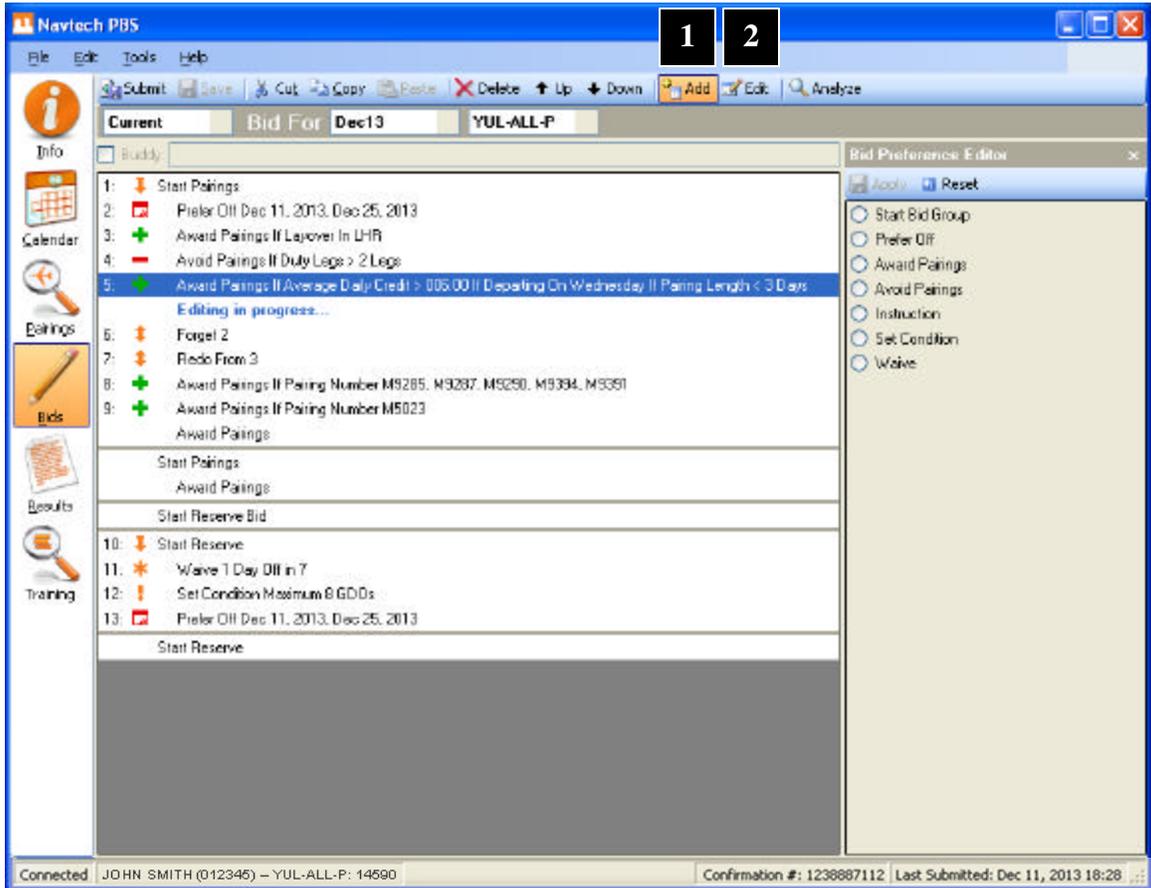
These are:

↓	Start Bid Group
☒	Prefer Off
+	Award Pairings
-	Avoid Pairings
↑	Instruction
!	Set Condition
*	Waive

Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Bid Preference Editor

The Bid Preference Editor is used to add and/or edit a bid line.

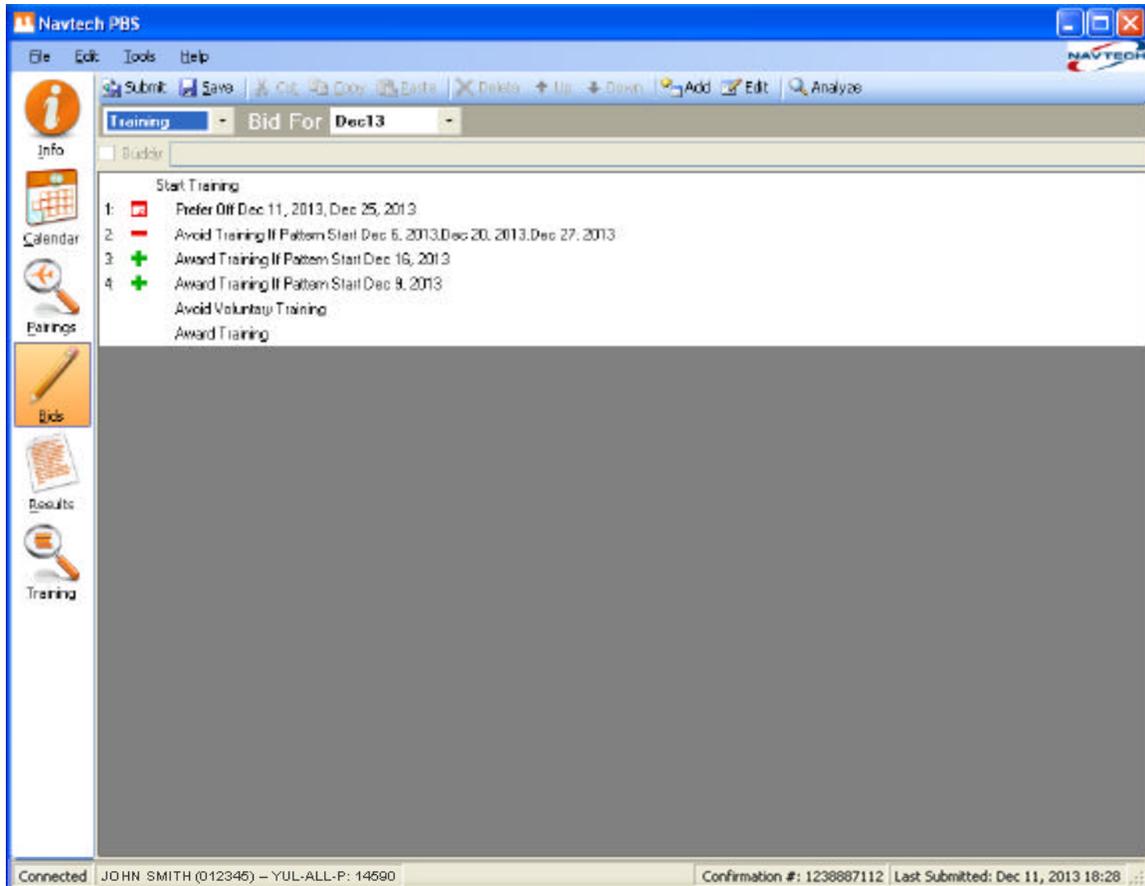


- To open the Bid Preference Editor:
 - Depending on the action that you want to perform, click on the Add (add a new bid line) [1] or Edit (edit existing bid line) [2] button.
- To close the Bid Preference Editor:
 - Click on the “X” at the top left of the Bid Preference Editor window [3].
 - Alternately, deselect (click on again to turn off) the Add [1] or Edit button [2] which is “on”.

Appendix 1 – Section 3 – PBS Desktop Bidder Interface



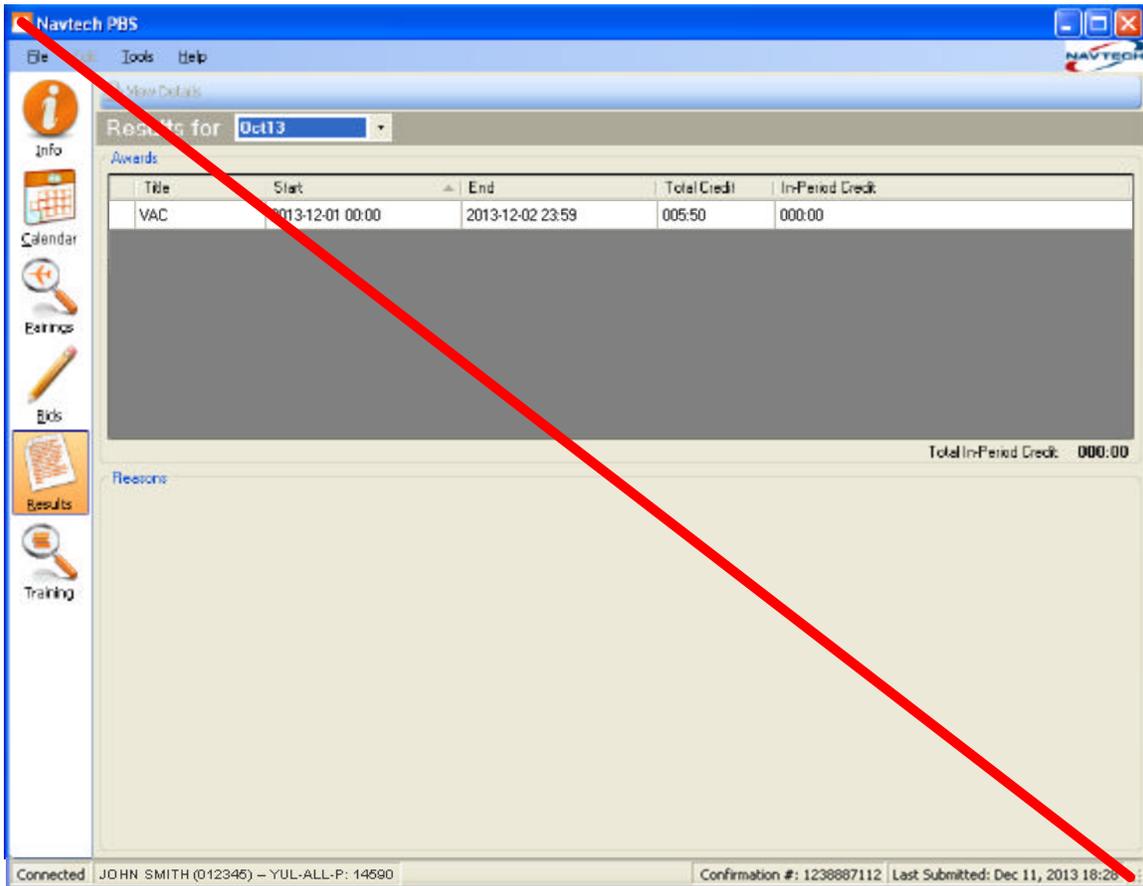
Along with your Current and Default bid sheets, your Training bid sheet is also available through the PBS Desktop Bidder.



Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Results Page

The Results Page, as with the Web version of PBS, is not used.



Appendix 1 – Section 3 – PBS Desktop Bidder Interface

Training Page

The Training Page acts like the Pairings Page however for training patterns.

Navtech PBS

File Edit Tools Help

New Details + Award - Avoid

Training Patterns

Identifier	Training Type	Start Time	End Time	Total Credit	Seats
IPS203-7259	REC	008 30	016 30		15
IPS203-7260	REC	008 30	016 30		15
IPS203-7261	REC	008 30	016 30		15
IPS203-7262	REC	008 30	016 30		15
IPS203-7263	REC	008 30	016 30		15
IPS203-7264	REC	008 30	016 30		15
IPS203-7265	REC	008 30	016 30		15
IPS110-1659	767	009 00	013 00		10
IPS110-1660	767	009 00	013 00		10
IPS110-1661	767	009 00	013 00		10

Search Reset

Training Type
 Training Identifier
 Pattern Stat

Connected JOHN SMITH (012345) - YUL-ALL-P: 14590 Confirmation #: 1238887112 Last Submitted: Dec 11, 2013 18:28

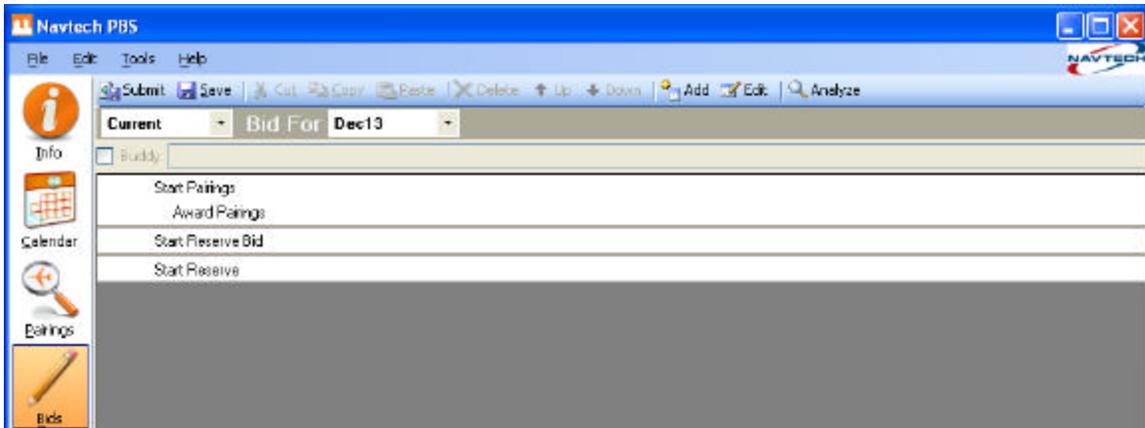
Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Creating and Editing Bids

The bids screen is where you create, edit, submit save and even analyze your bid.

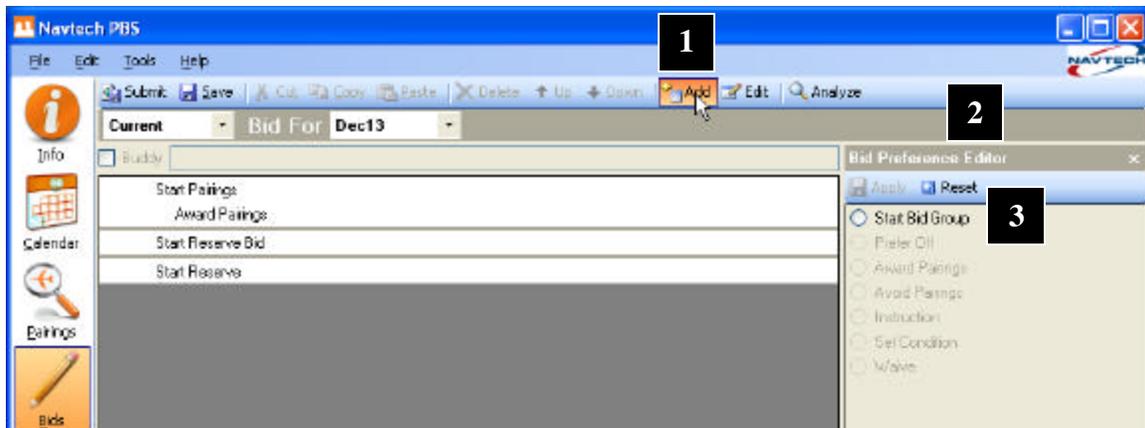
The blank screen (below) has no bid lines or bid groups. To start bidding for this bid period you must first create a bid group and then adding bid lines to that bid group. The PBS Desktop Bidder allows different methods of creating and editing bids however the processes and strategies for the Desktop PBS Bidder are the same as for the web based version.

Below is an example of a blank bid with only the system generated bid groups and bid lines:



Add a Bid Group

If your bid is empty, or you wish to add another bid group, click on the Add button [1]. When the Add button is selected the Bid Preference Editor [2] will appear. The same choices available in the web based PBS are available in the PBS Desktop Bidder.



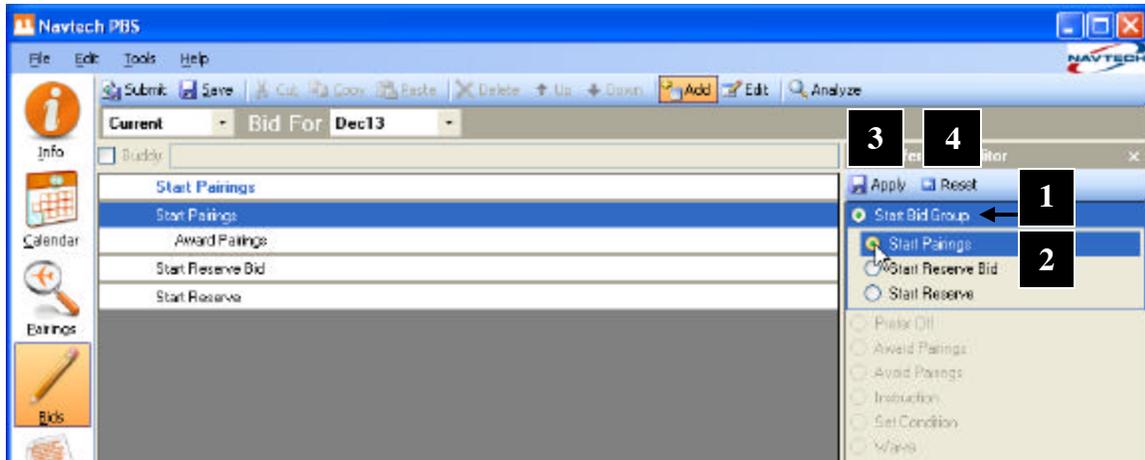
Because we are starting with a completely blank bid only the Start Bid Group option [3] is available.



The Add button remains “on” until it is selected again which will close the Bid Preference Editor.

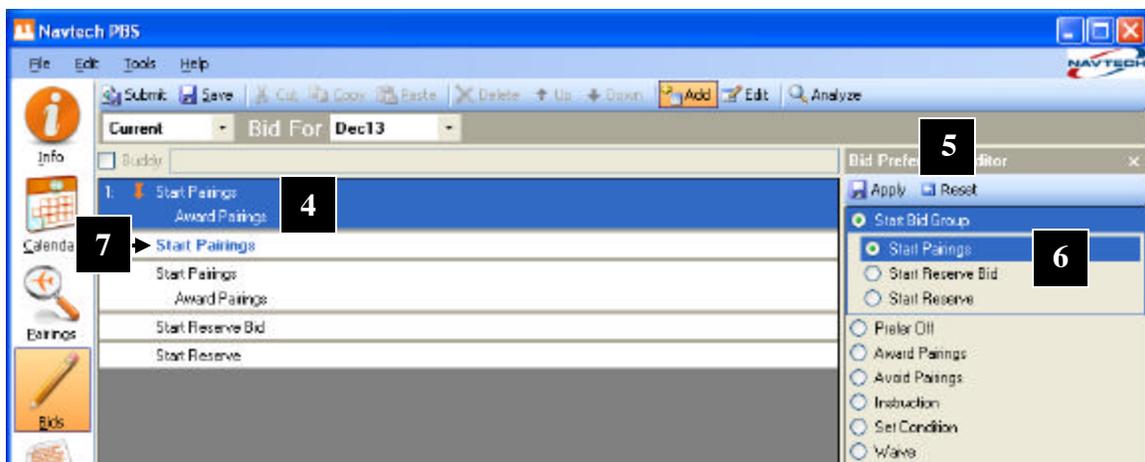
Appendix 1 – Section 4 – PBS Desktop Bidder Interface

In this example we will add a Start Pairings bid group:



Select *Start Bid Group* [1] and then the desired bid group type, in this example *Start Pairings* [2].

Once you are satisfied with your selection(s), click on the *Apply* button [3] which will add the selection to your bid [4].



The *Reset* button [5] is available at any time. Clicking the Reset button will clear any selection(s) currently in the Bid Preference Editor.

After a bid line has been applied the criteria in the Bid Preference Editor will remain [6]. This is useful should you wish to insert additional bid lines that are similar to the one just applied. If not, then click on the Reset button to clear the editor.

Whenever the Add or Edit button is selected a blank line with blue text will appear [7]. This is a *preview* of what is selected in the Bid Preference Editor and is what would be added as a bid line if the Apply button was selected. When no options are selected in the Bid Preference Editor *Editing in progress...*[8] will be displayed.



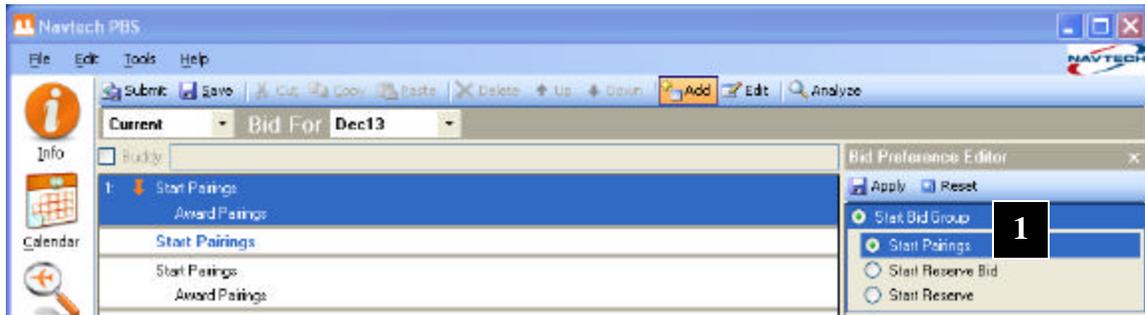
Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Add a Bid line



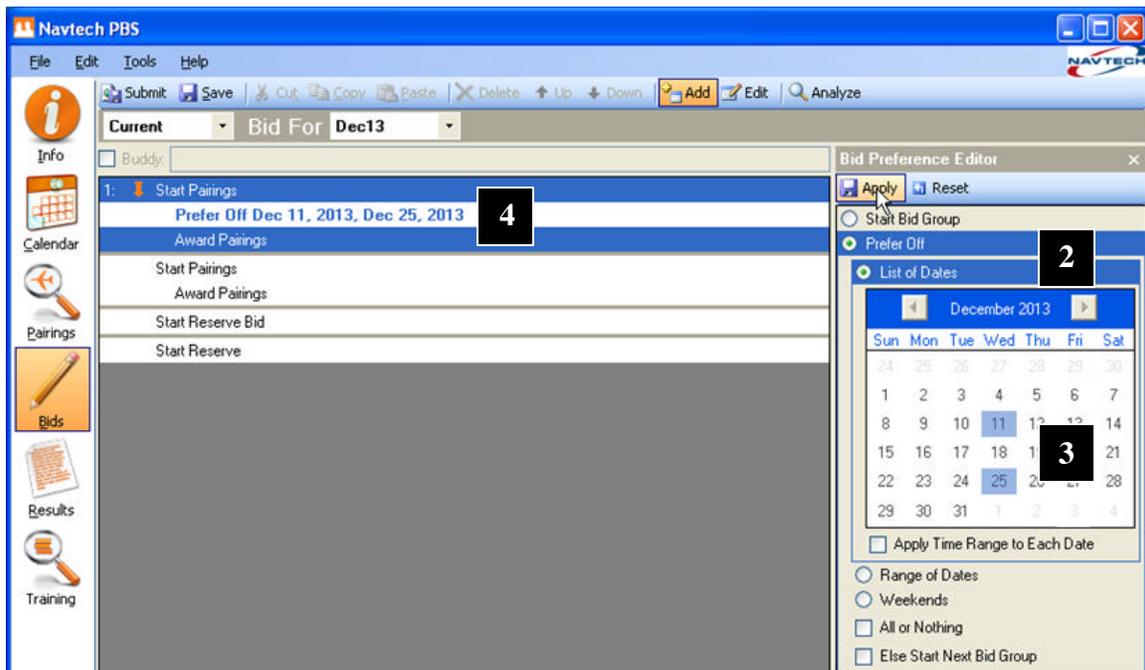
Adding various bid lines will be covered as we complete a sample bid. This bid is not necessarily an example of a sound bidding strategy.

The previous criterion remains in the Bid Preference Editor [1]. You may use the Reset button to clear it or simply select another bid line type and continue.



Prefer Off

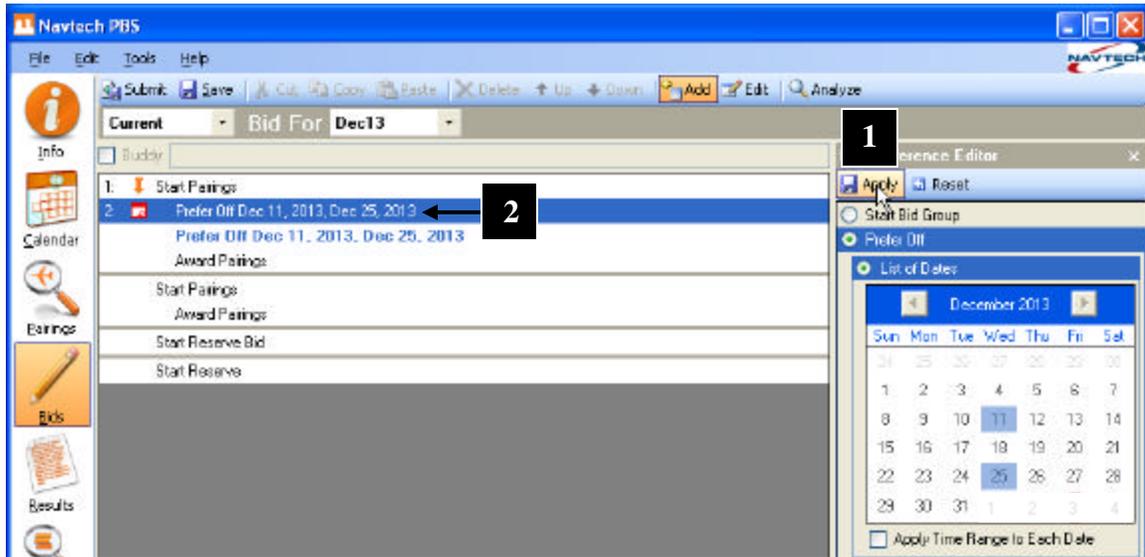
As we build our bid we will add a Prefer Off bid line requesting December 11th and December 25th off (in that order). As with the Web version of PBS you will select Prefer Off – List of Dates [2] and then (in our example) select December 11 then 25 [3]. Note that as you add criteria to your potential bid line that information is previewed on your bid sheet in blue at the point where the bid line would be added [4] should you apply the information from the Bid Preference Editor.



All of the options within the Prefer Off option as well as List of Dates are identical to the Web version. The same is true for any other type of bid line type.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Once the Apply button [1] has been selected the information from the Bid Preference Editor is transferred to your bid sheet in the form of a bid line [2].

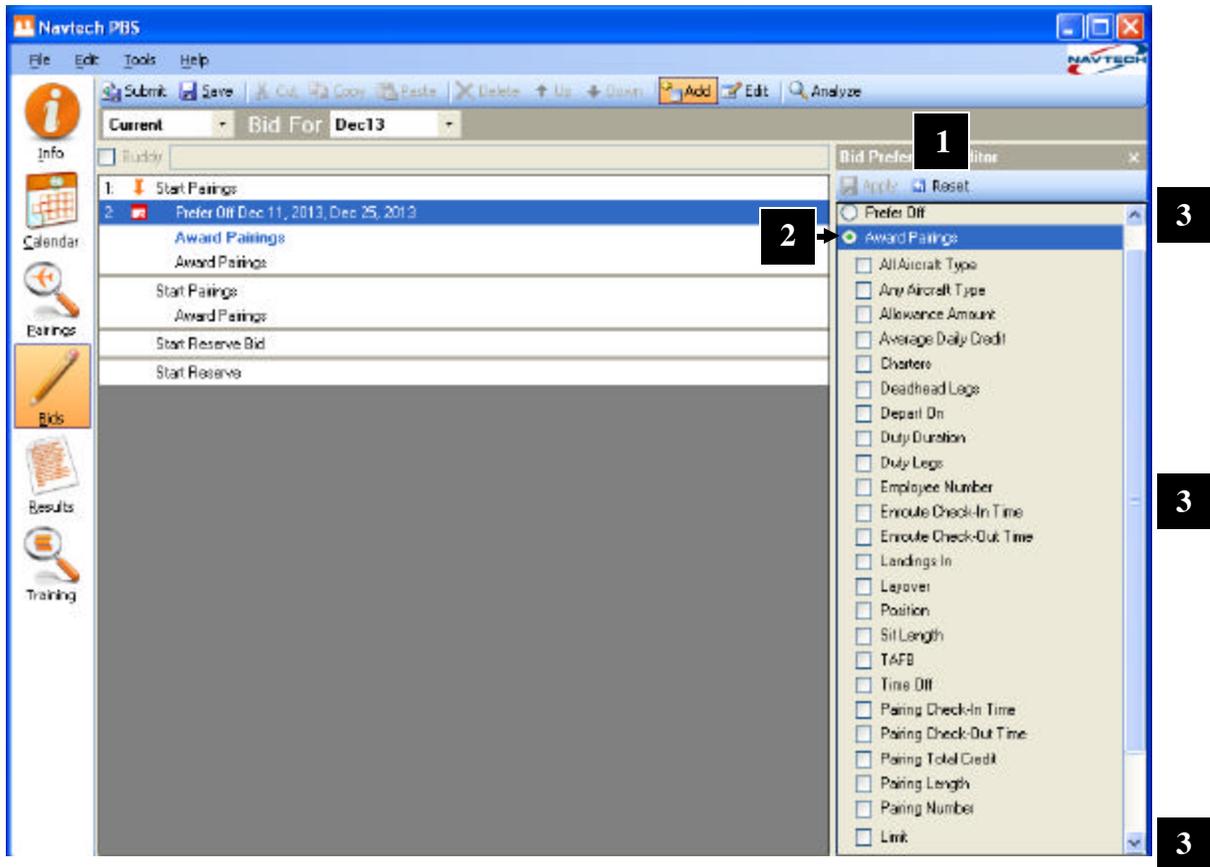


The previous criterion remains in the Bid Preference Editor. You may use the Reset button to clear it or simply select another bid line type and continue.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Award Pairings

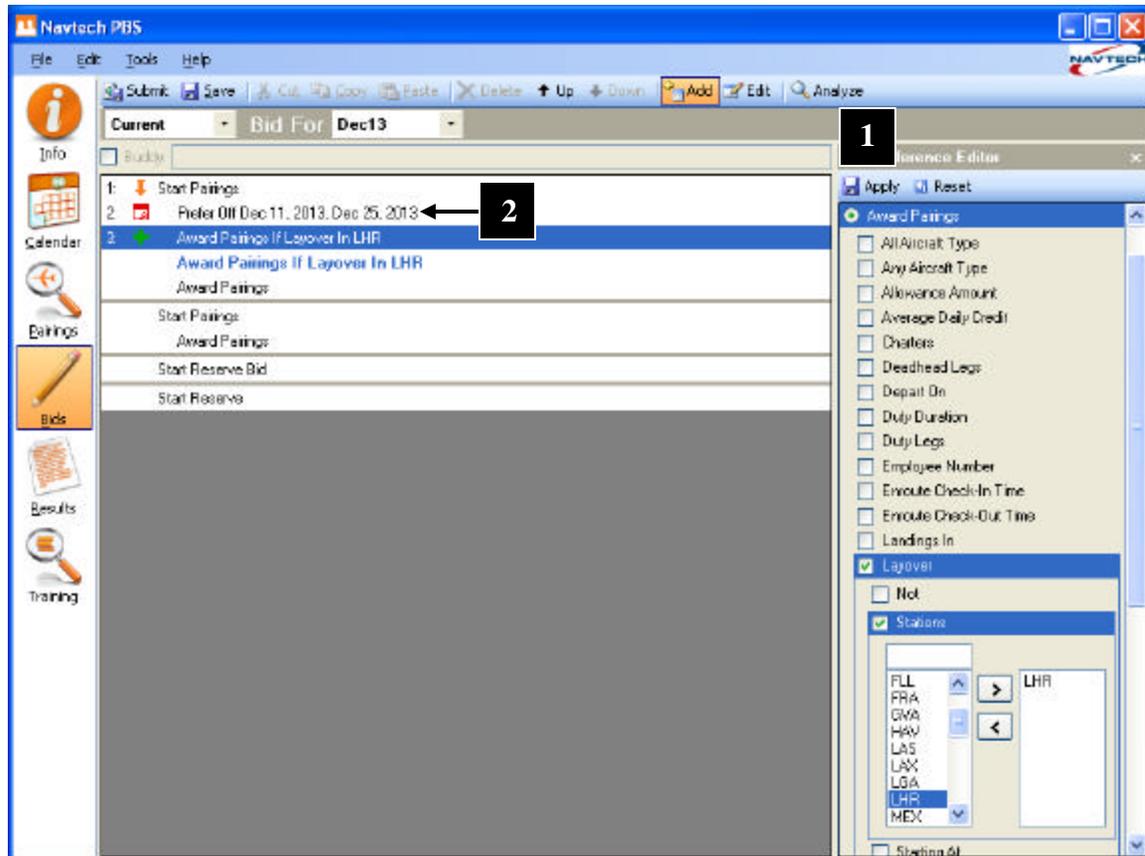
We will now add an Award Pairings bid line. You may either select the Reset button [1] or simply click on the Award Pairings option [2] on the Bid Preference Editor.



Depending on your computer screen and/or window used for the PBS Desktop Bidder, not all options or criteria may be displayed on your screen. Use the scroll bar and/or arrows [31] to the right of the Bid Preference Editor to see more options (if necessary).

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

In our example we are adding a bid line requesting layovers in LHR.



Once the Apply button [1] has been selected the information from the Bid Preference Editor is transferred to your bid sheet in the form of a bid line [2].

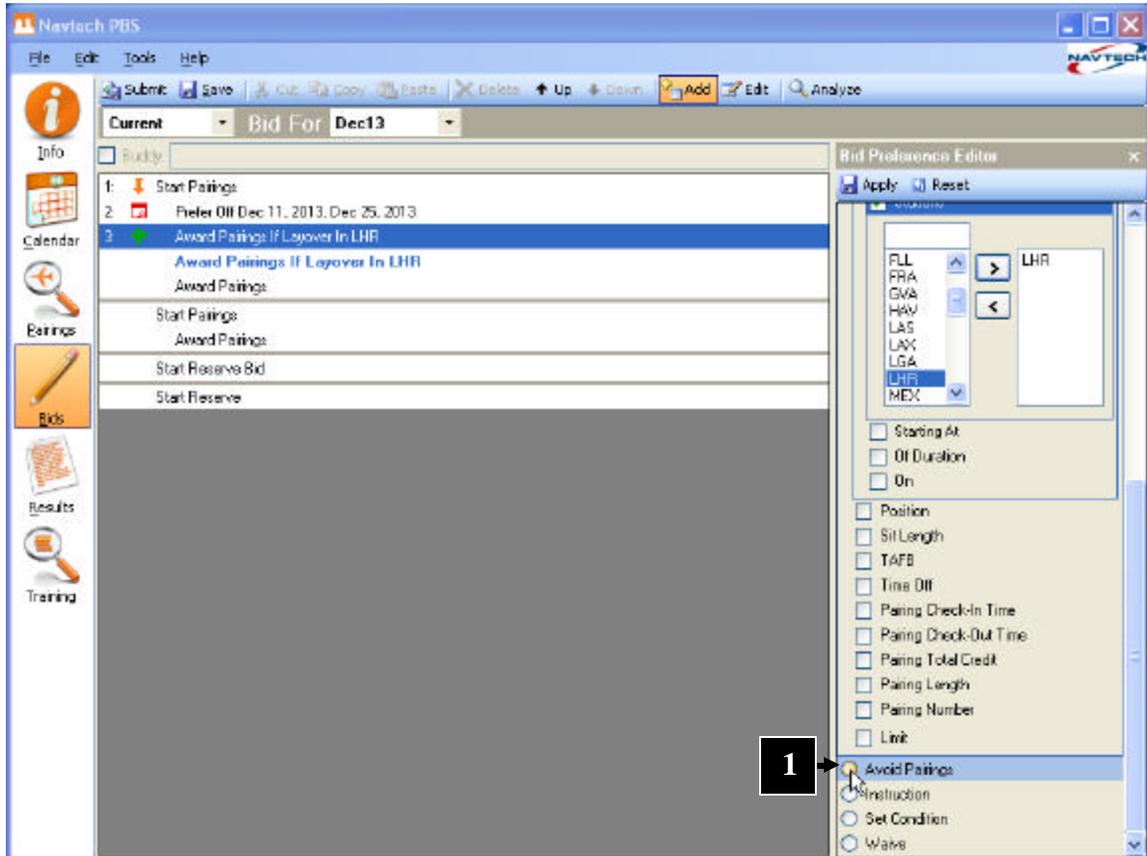


The previous criterion remains in the Bid Preference Editor. You may use the Reset button to clear it or simply select another bid line type and continue.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

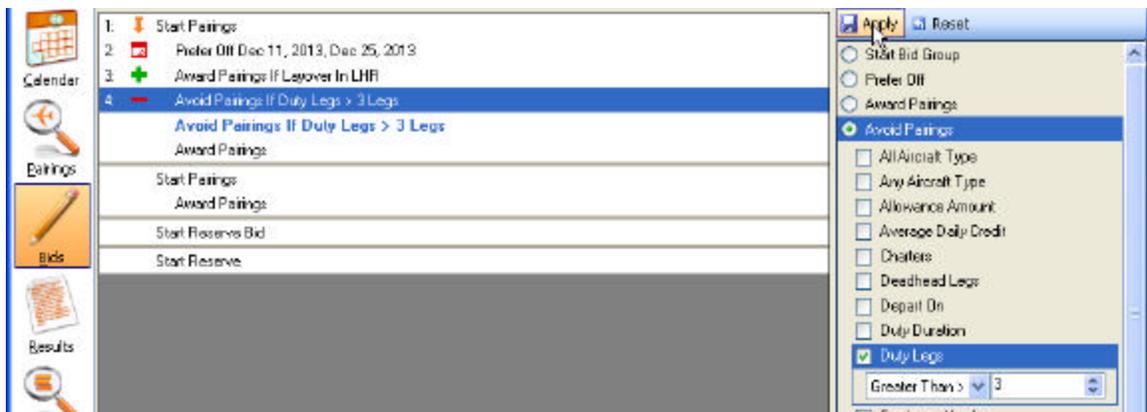
Avoid Pairings

We will now add an Avoid Pairings bid line. You may either select the Reset button or simply click on the *Avoid Pairings* option [1] on the Bid Preference Editor.



Once the Avoid Pairings option has been selected, the various options will be displayed. In our example we want to avoid pairings with MORE than three (3) duty legs.

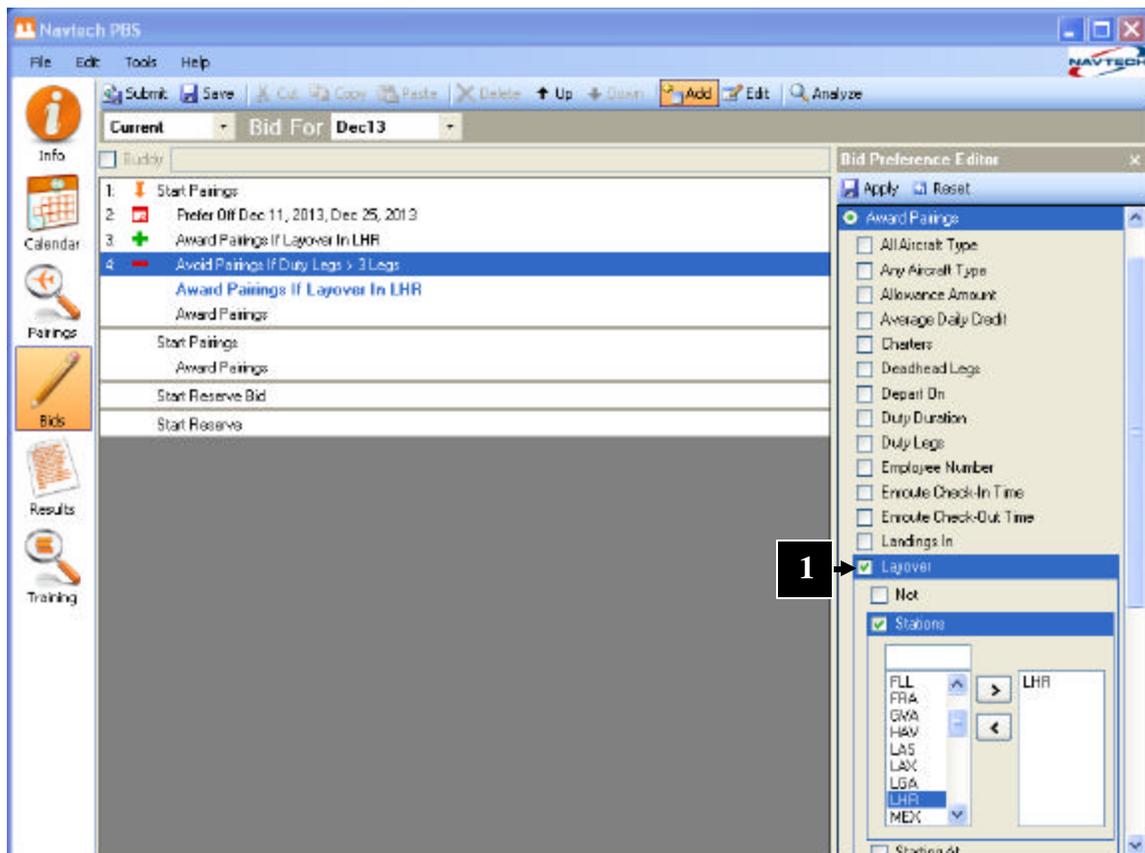
Select the required options and select Add to transfer the information from the Bid Preference Editor to your bid sheet in the form of a bid line.



Some steps covered earlier have not been described in detail.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

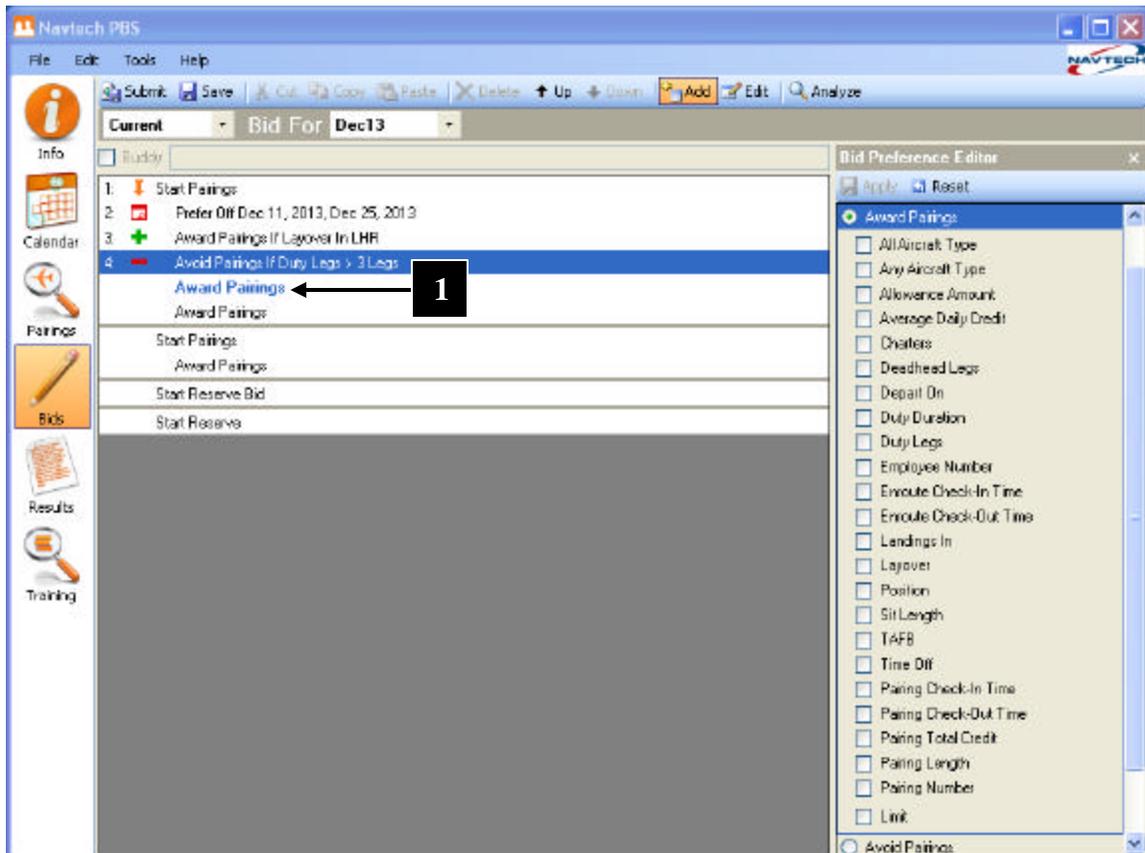
Continuing our sample bid we will add an Award Pairings bid line requesting pairings with an average daily credit of more than six (6) hours if the pairing departs on a Sunday.



Note that the PBS Desktop Bidder retains prior information within the last bid line type that was used. In this case it remembers that we requested layovers in LHR. Since we will not be using this option, we will deselect it by clicking on the check mark next to the Layover option [1].

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Once that is done we will no longer see the Layovers options and the blue bid line preview [1] will simply state Award Pairings until we add more options.

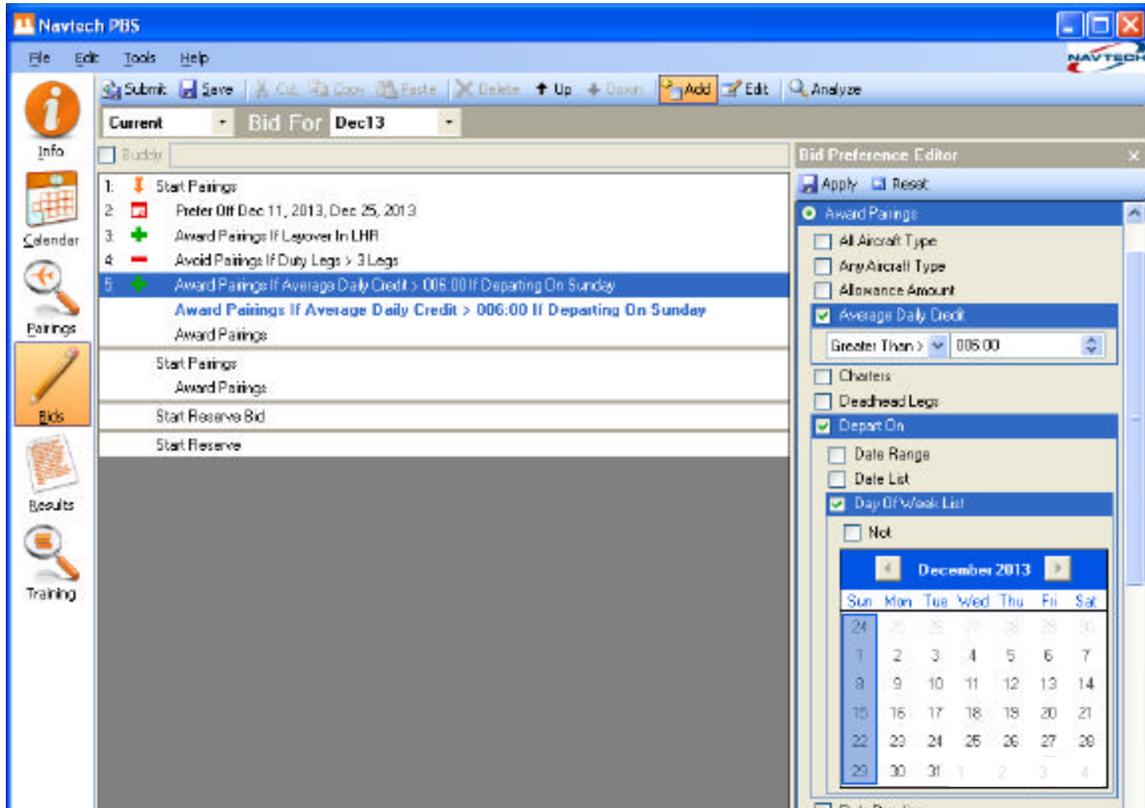


It is a good practice to refer to the blue bid line preview as there may be options that are not visible in the Bid Preference Editor pane that are “active”.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

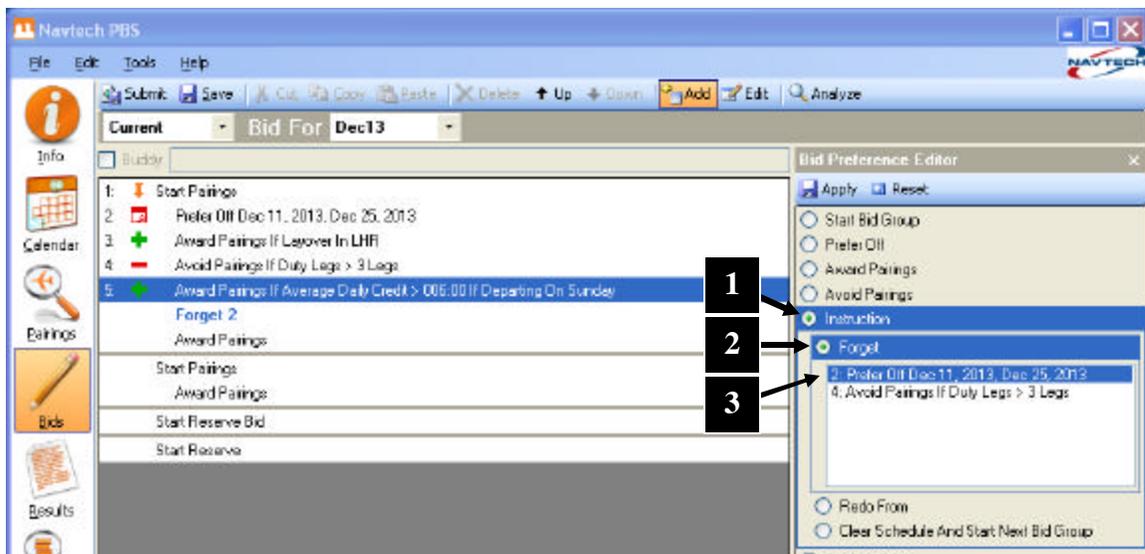
We will now add an Award Pairings bid line requesting pairings with an average daily credit of more than six (6) hours if the pairing departs on a Sunday.

The required options have been selected and the applied to add the bid line to the bid sheet.



Instruction

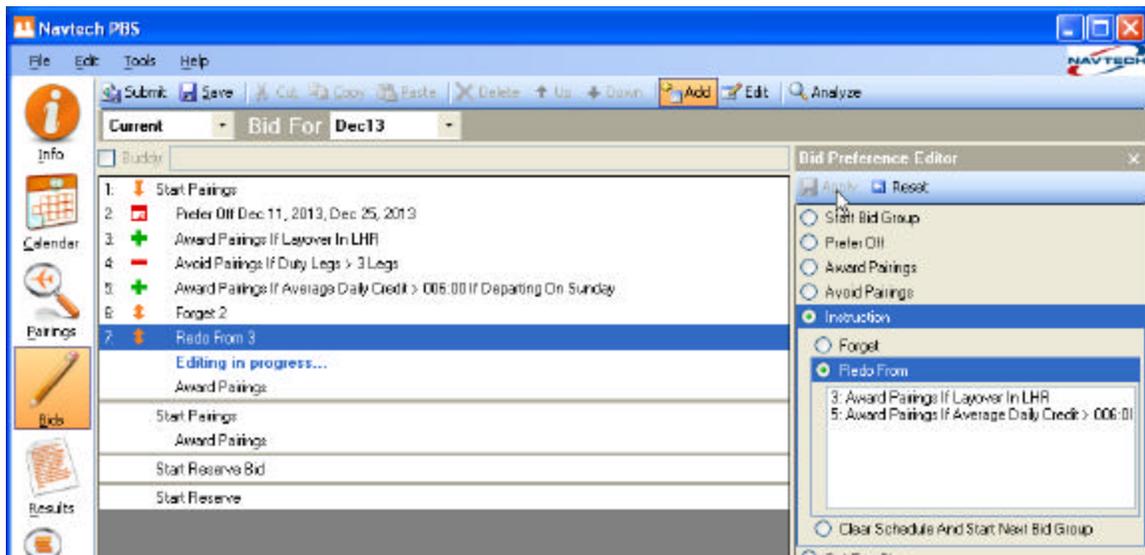
Continuing our sample bid we will instruct PBS to forget bid line number 2 (Prefer Off Dec 11, 25). To do so we will scroll down to select Instruction [1] and when the additional options become available select Forget [2] and then click on the desired bid line (bid line 2) [3].



Appendix 1 – Section 4 – PBS Desktop Bidder Interface

After Apply has been selected, the new bid line is now in our bid sheet.

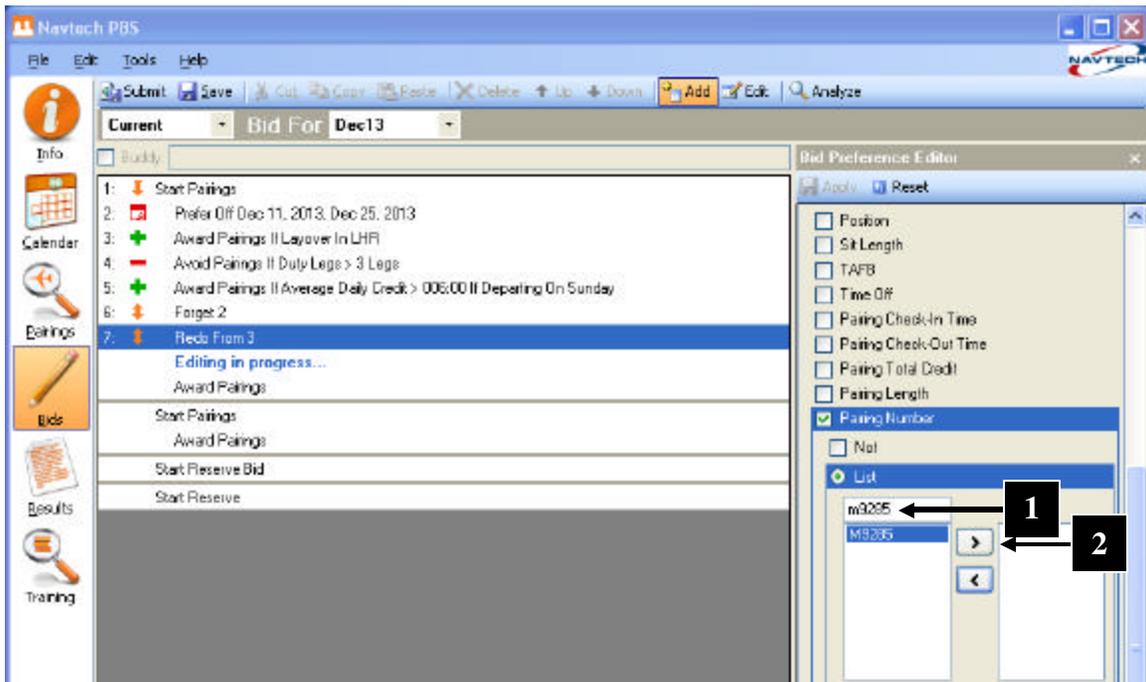
Now we will add a Redo From instruction to have PBS return to a higher bid line, in this example bid line 3, and continue awarding.



This is our bid sheet after the desired bid line has been added.

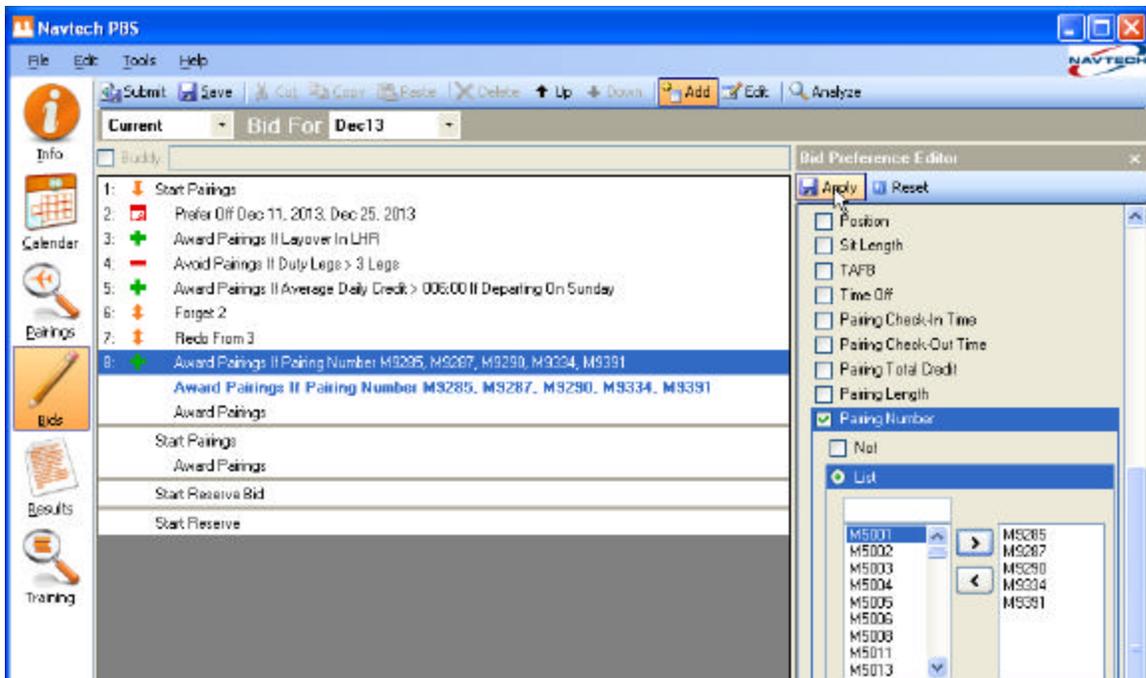
Appendix 1 – Section 4 – PBS Desktop Bidder Interface

As seen earlier in this guide on using the PBS Desktop Bidder, we may add pairing numbers to our bid sheet via the Pairings tab (searching for pairings). We may also use the Bid Preference Editor to add a bid line with pairing numbers:



As we type the pairing number in the box [1], it will be displayed.

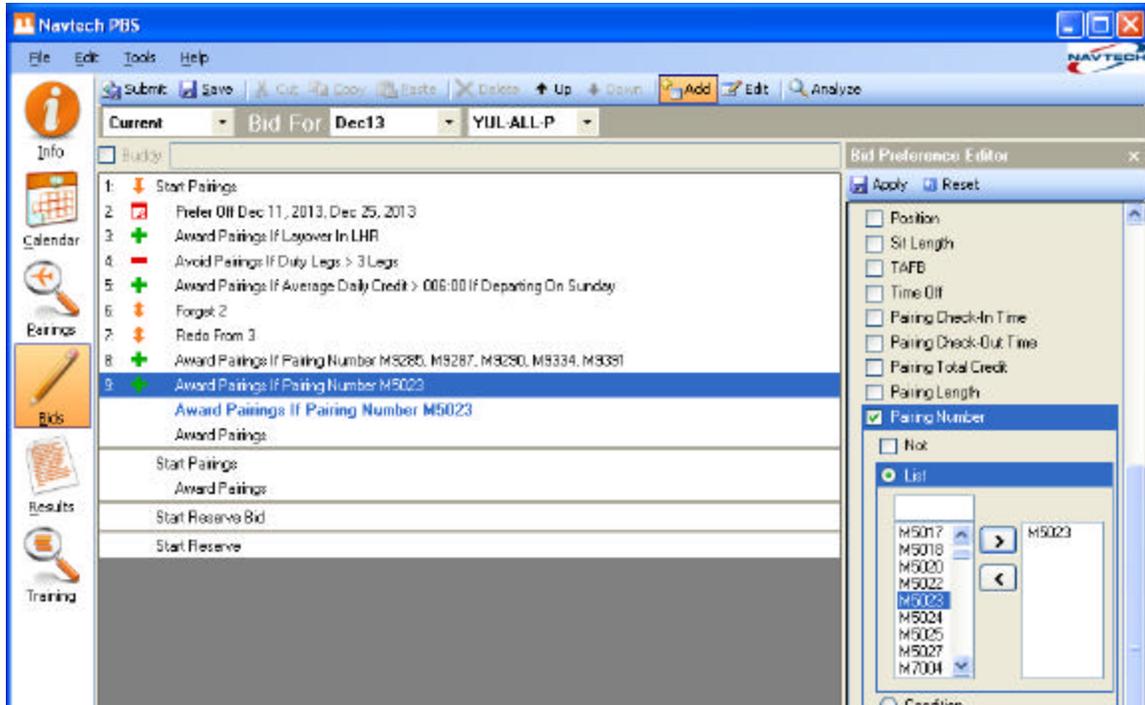
Once you see the pairing that you want to add, click on the “>” [2] to move the selected pairing to the box on the right. Any pairings in the right box will be part of the bid line that you will add to your bid sheet. Continue adding pairings as required. You may also use the scroll bar and arrows to navigate through the list of pairings. Once the desired pairing is in the left box you may select it and move it to the right box. Should you want to remove a pairing from the right box, select it and click on the ‘<’.



Once applied, the desired pairings have been added to an Award Pairings bid line.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

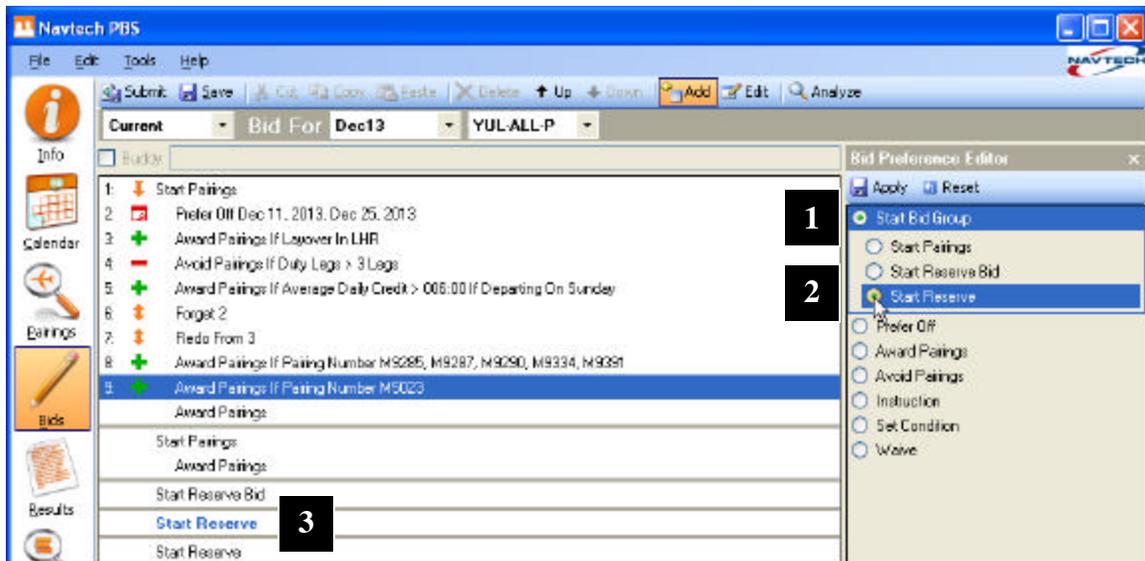
In our example we will add one more Award Pairings bid line to our bid sheet:



Start Reserve

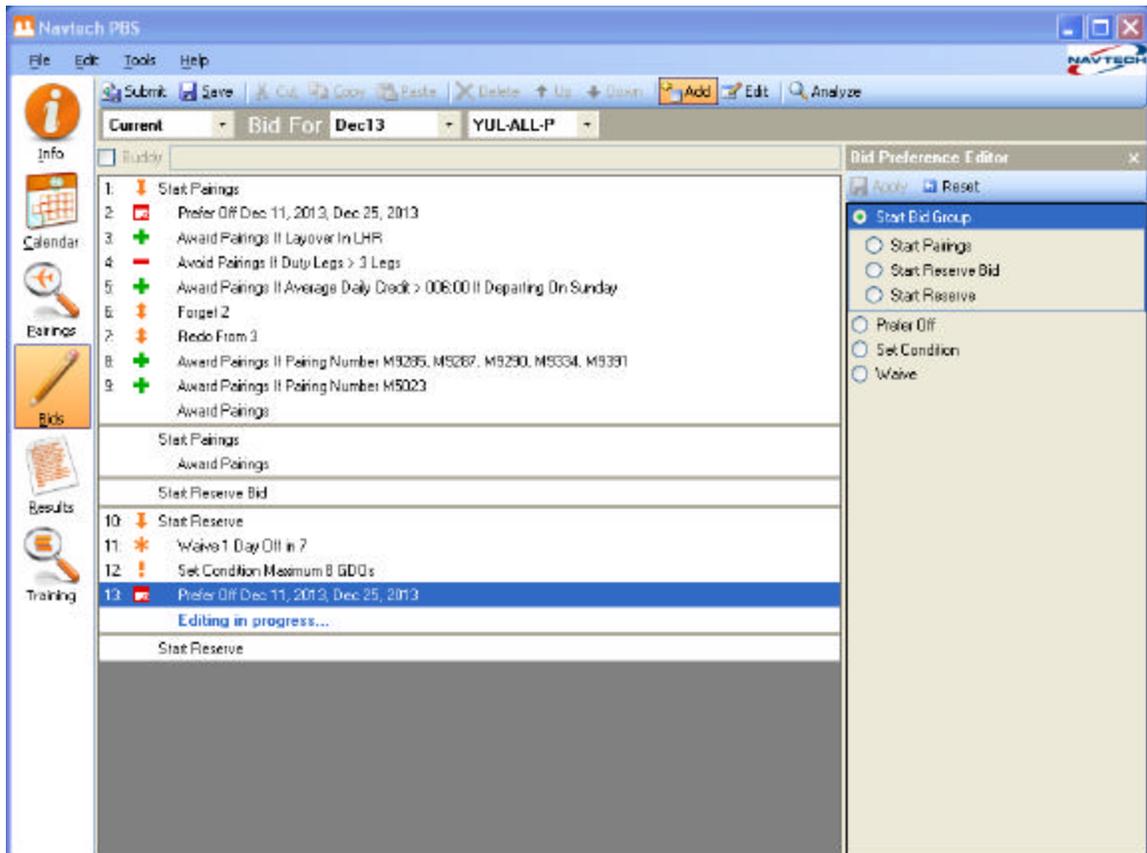
Now we will add a Start Reserve bid group to our bid:

From the Bid Preference Editor, select Start Bid Group [1] and then select Start Reserve [2]. The blue bid line preview on your bid sheet [3] will show where the bid group will be placed.



Appendix 1 – Section 4 – PBS Desktop Bidder Interface

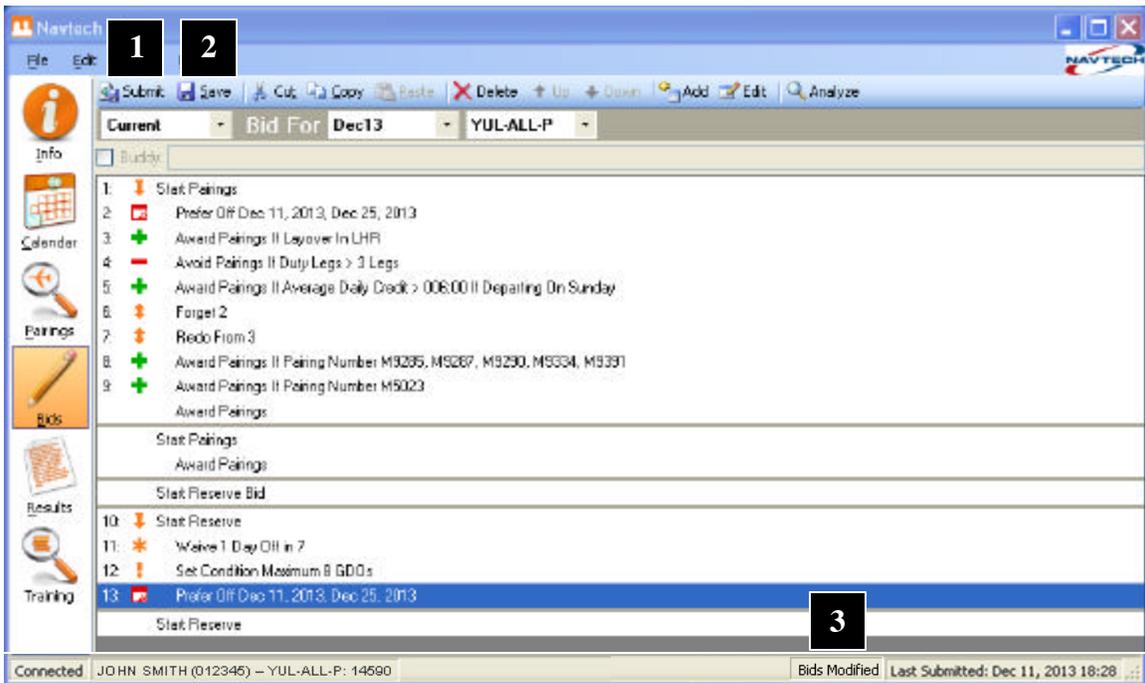
With the Start Reserve bid group added to the bid sheet we will now insert some bid lines using the same methods described earlier.



Our sample bid is now complete.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

If you have created a new bid or have changed or edited your bid you will see Bids Modified [1] at the bottom of your screen and the Submit [2] and Save [3] buttons will be available (not grayed out [4])



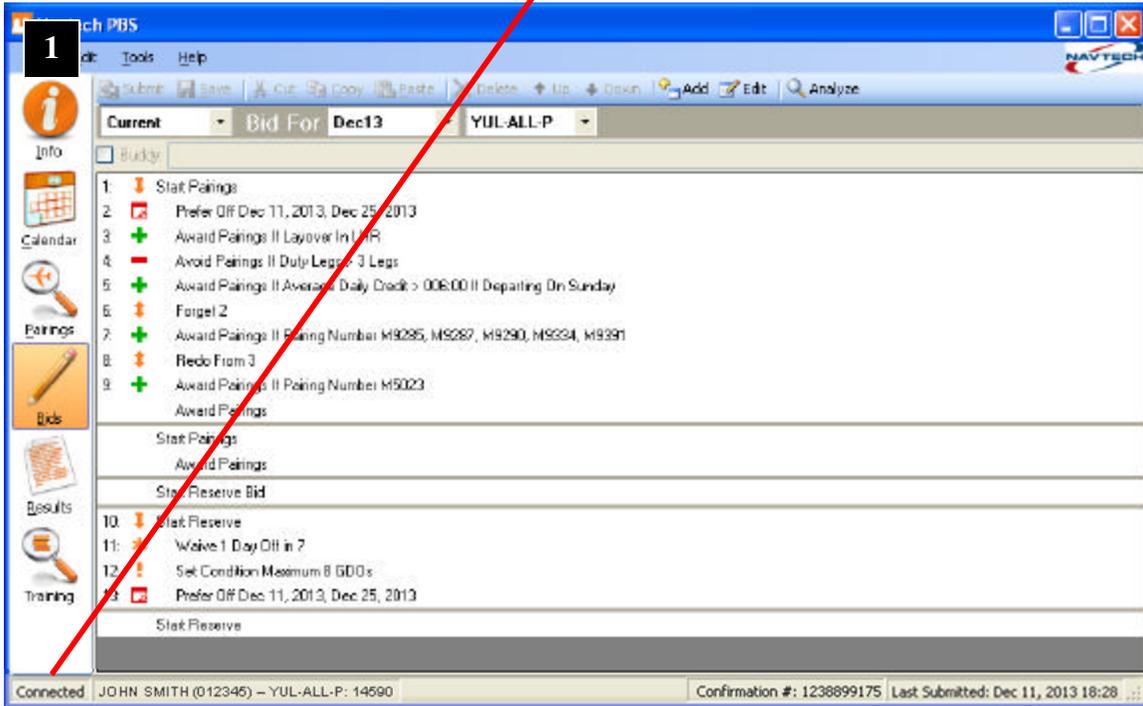
Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Submitting Your Bid

Bids need to be submitted for consideration for block awards. To submit your bid you will need an internet connection. Once that is established you will see “Connected” at the bottom left of the Desktop PBS Bidder window:

Connected

When this is done, click on Submit [1]:



A confirmation pop-up will appear confirming that your bids were successfully submitted and will include a confirmation number [2].



Once OK is selected, the confirmation number as well as the date and time that your bids were submitted [3] is displayed at the bottom of your screen.



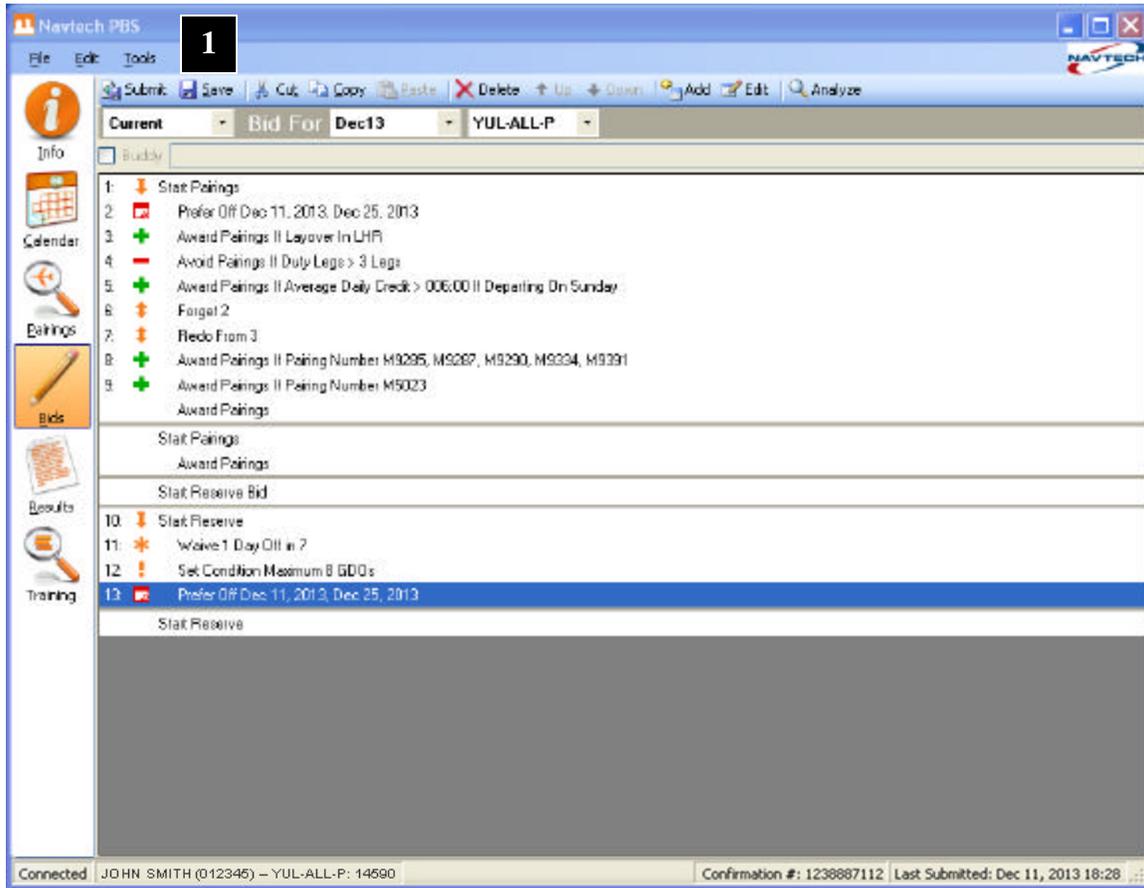
Since all of your bids (Current, Default & Training) are submitted any “error” messages that may appear could be in any of the bids.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Saving Your Bid

When saving your bid the Desktop PBS Bidder saves your Current, Default and Training bids to your computer.

To save your bid click on Save [1]. Your bid will ONLY be saved to your computer (an internet connection is not required to save your bids).



Even though your bid is saved, it is not submitted for the next award until your bids are submitted (if connected to the internet) and/or synchronized (when an internet connection is established).

You may make changes and submit your bid up to the bid closing time. After bidding closes, you cannot change your Current or Default bids for that bid period. The bid closing time should be available on the Info screen. You may still make changes to your Default bid, but the changes will not take effect until the next bid period.



When you save a bid the information is stored on the computer that you were working on. If you will be using another computer to continue working on your bids then you should connect to the internet, submit your bid (save them into PBS) and then synchronize them on the other computer where the PBS Desktop Bidder has been installed.



Only submitted bids will be considered by PBS during PBS Awards. Any unsaved or non-submitted bids at the time you exit the PBS Desktop Bidder will not be transferred to PBS.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Editing Your Bid

Bid lines, once entered into your bid sheet, may be edited, copied, cut and/or pasted. This allows you to modify your bid lines without having to re-enter them or start your bid all over.

The process of editing your bid is similar to that of the web based PBS except that since the Desktop PBS Bidder uses the “Windows” environment it permits alternate ways of accessing the editing functions such as tool bar menus, buttons and/or using the right mouse button.

Cut/Copy Bid Lines

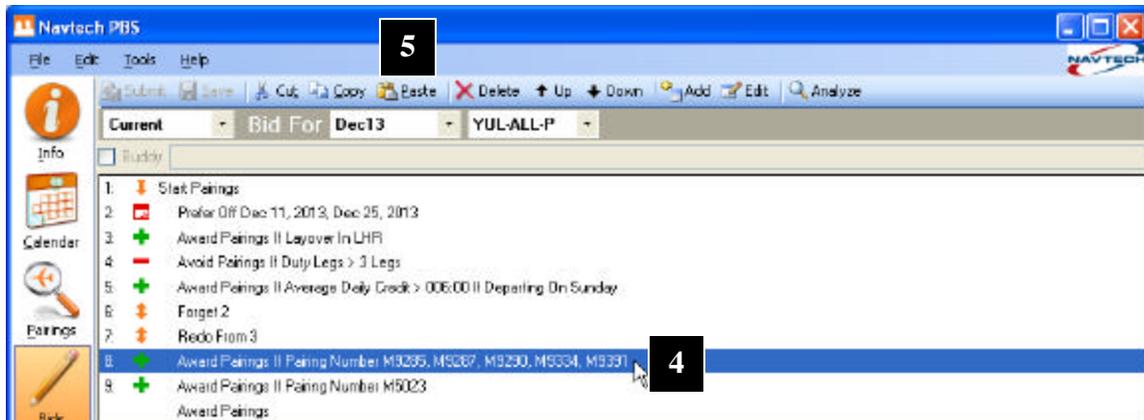
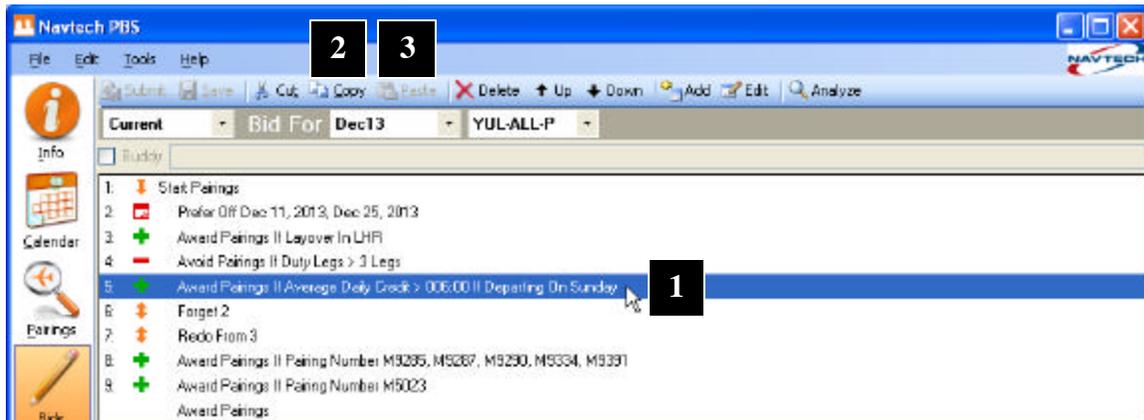
Cutting and copying bid lines is a simple method of re-using or moving bid lines from one area of your bid to another, from one bid group to another, from one type of bid (e.g.: between Current and Default) to another or from a previous bid to the present one.

Copy a Bid Line

Copying a bid line saves the bid line to memory however it leaves the original bid line in place.

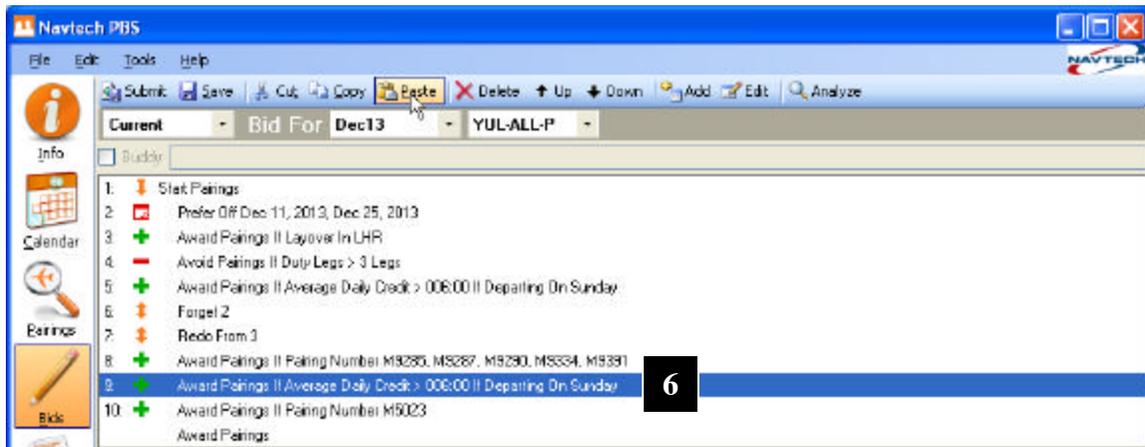
To copy a bid preference using the Copy and Paste buttons:

- Select the bid line(s) you wish to copy [1]. The bid line(s) is (will be) highlighted in blue.
- Click on the Copy button [2]. The Paste button [3] will be grayed out if the memory is empty.



- Select on the bid line above where you want the copied bid line to be pasted [4].
- Click on Paste [5].

Appendix 1 – Section 4 – PBS Desktop Bidder Interface



The copied bid line has now been pasted [6].



You may select multiple bid lines in a bid group to be copied using the Ctrl or Shift keys while selecting bid lines.

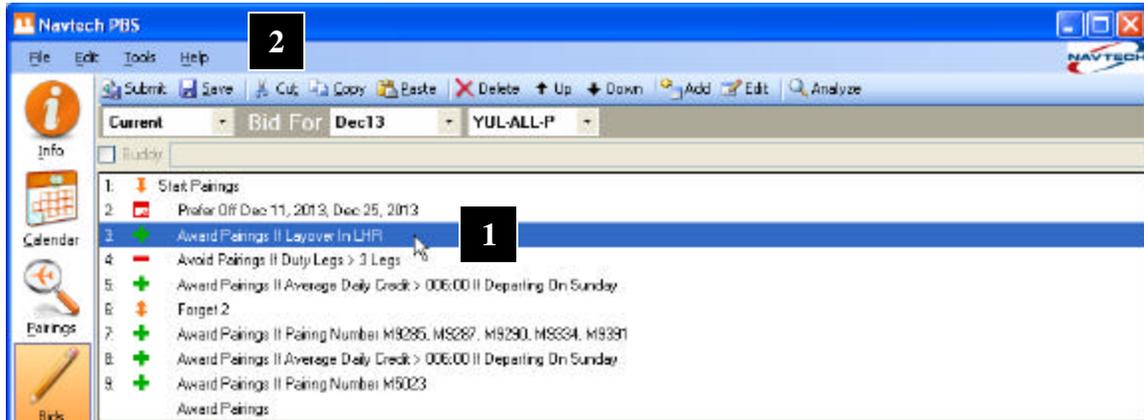
Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Cut a bid line:

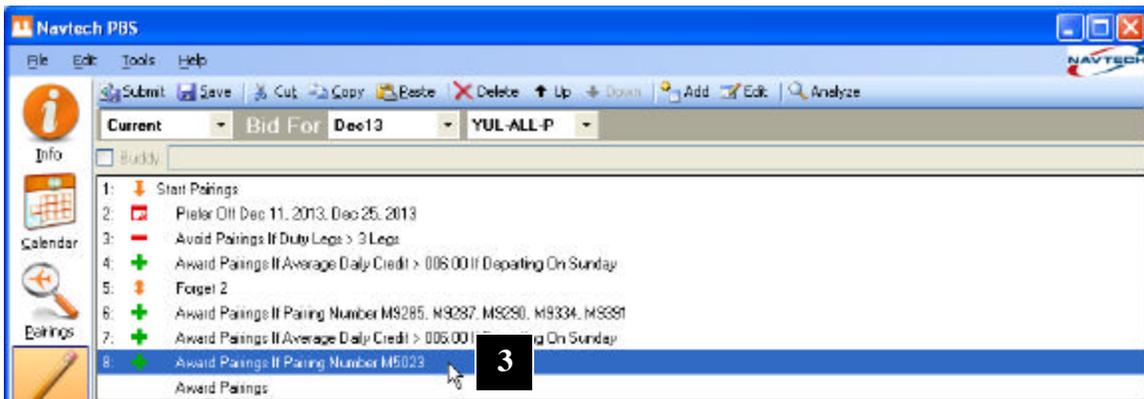
The process to cut a bid line is the same as Copy process however the selected bid line will be removed from its original location after it is cut.

To cut a bid preference using the Cut and Paste buttons:

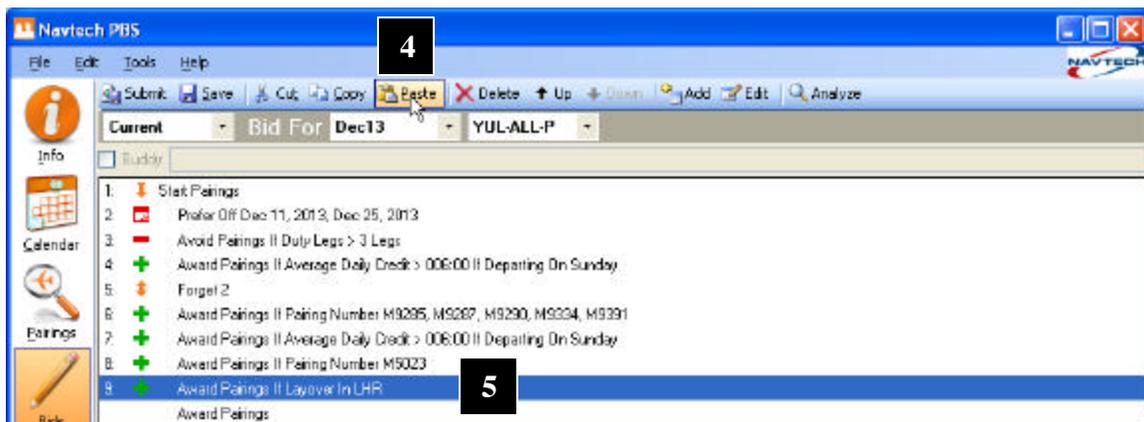
- Select the bid line(s) you wish to cut [1]. The bid line(s) is (will be) highlighted in blue.
- Click on the Cut button [2].



Once the Cut button has been clicked the selected bid line is removed from your bid sheet and placed in memory.



- Select on the bid line above where you want the copied bid line to be pasted [3].
- Click on Paste [4].



The copied bid line has now been pasted [5].

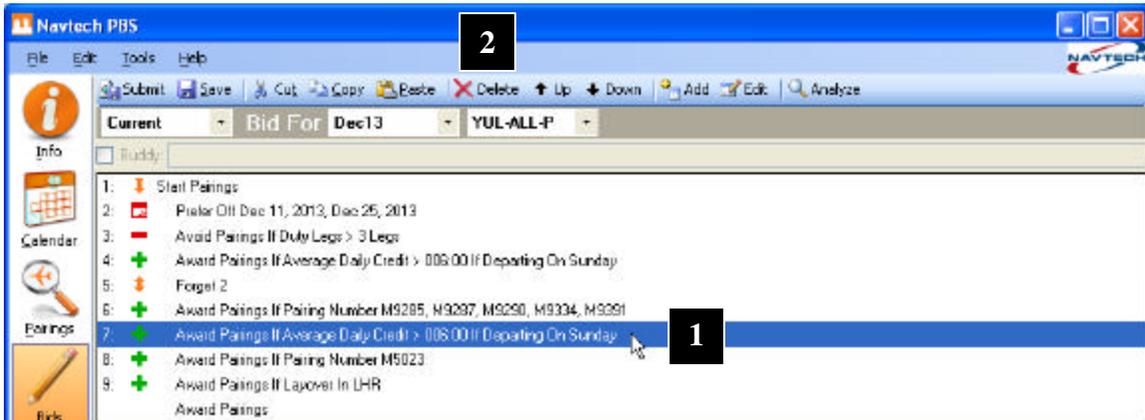
Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Delete a Bid Line

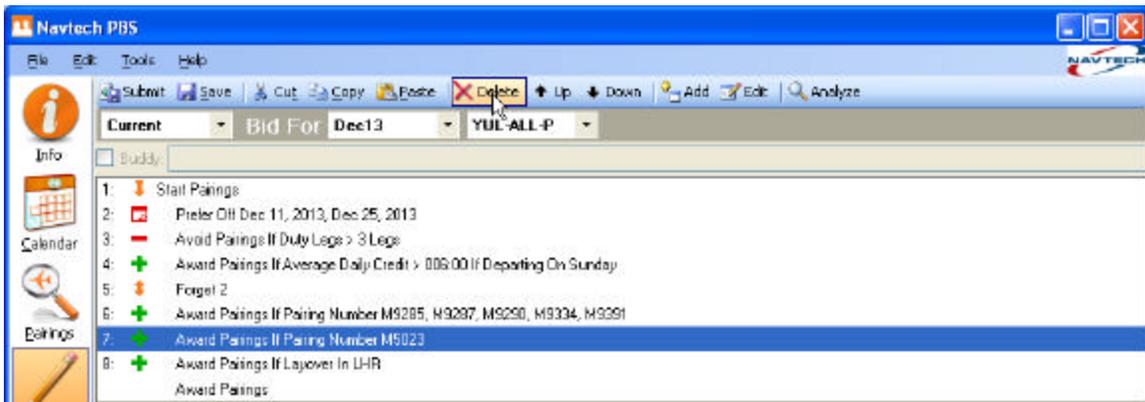
Deleting a bid line removes it from your bid sheet. The deleted bid line is not saved to memory therefore if you want to use that bid line somewhere else in your bid then it must be re-entered.

To delete a bid line:

- Select the bid line(s) you wish to delete [1]. The bid line(s) is (are) now highlighted in blue.
- Click on the Delete button [2]



The selected bid line(s) is (are) deleted.



Unlike the web version of PBS there is no “Delete All” button. To delete your bid you may use the Select All feature and then the delete button to delete all selected bid lines. To access the Select All feature either right click with your mouse button anywhere in your bid or use the Edit menu and select Select All.

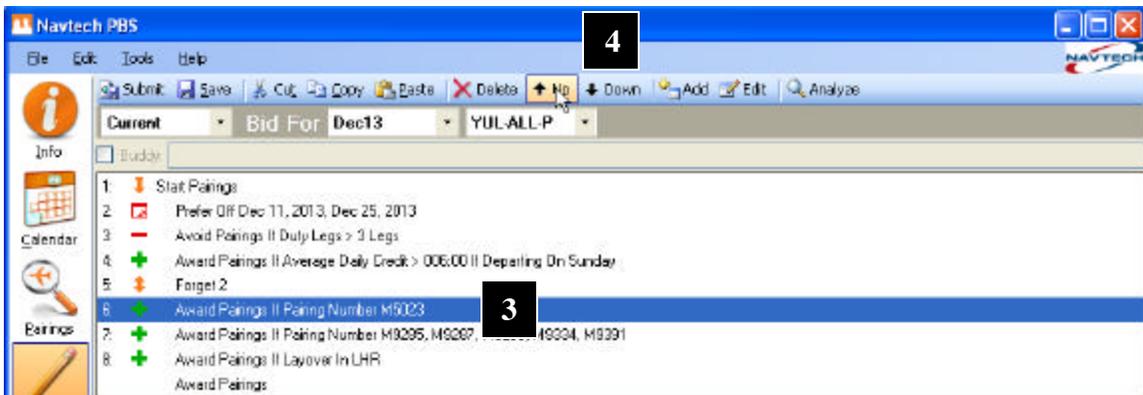
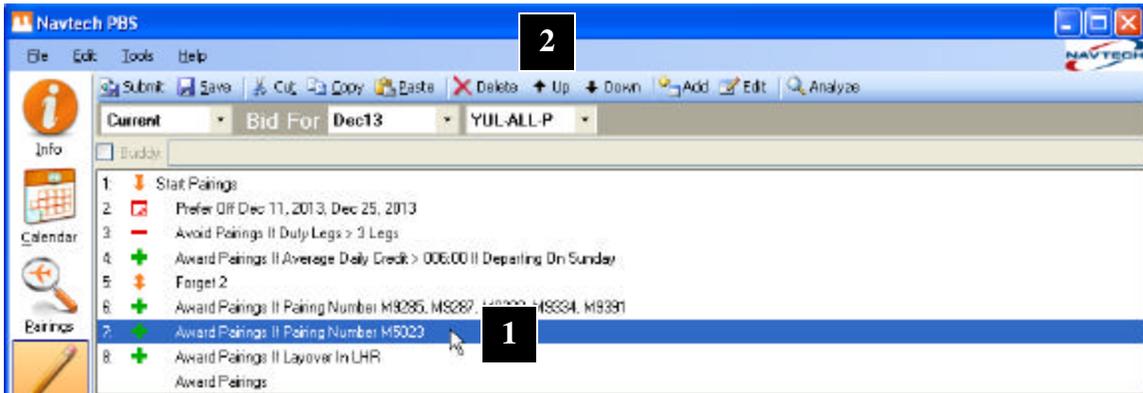
Appendix 1 – Section 4 – PBS Desktop Bidder Interface

Move a Bid Line

Bid lines may also be moved up or down in the bid sequence.

To move a bid preference higher in the bid sequence:

- Select the bid line(s) you wish to move [1]. The bid line(s) is (are) now highlighted in blue.
- Click on the Up button [2]



The selected bid line has been moved up in the bid sequence [3].

The process to move a bid line down is the same as moving a bid line up however the Down button [4] is used.



The Cut, Copy, Paste, Delete and Move operations may also be performed on multiple bid lines if multiple bid lines are selected. To select multiple bid lines use the Shift or Ctrl keys when clicking on the bid lines.



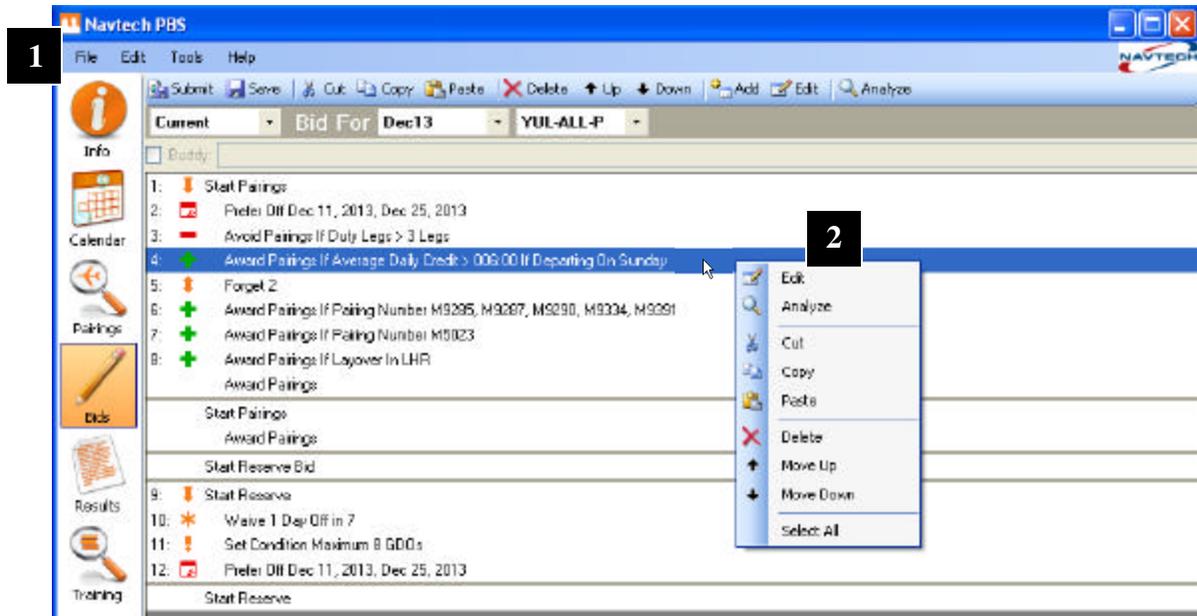
The order of your bid preferences is important when processing your bid.

Not all bid preferences may be moved (eg: Set Condition, Waive, etc.). The Up or Down buttons are not available if a bid preference cannot be moved.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

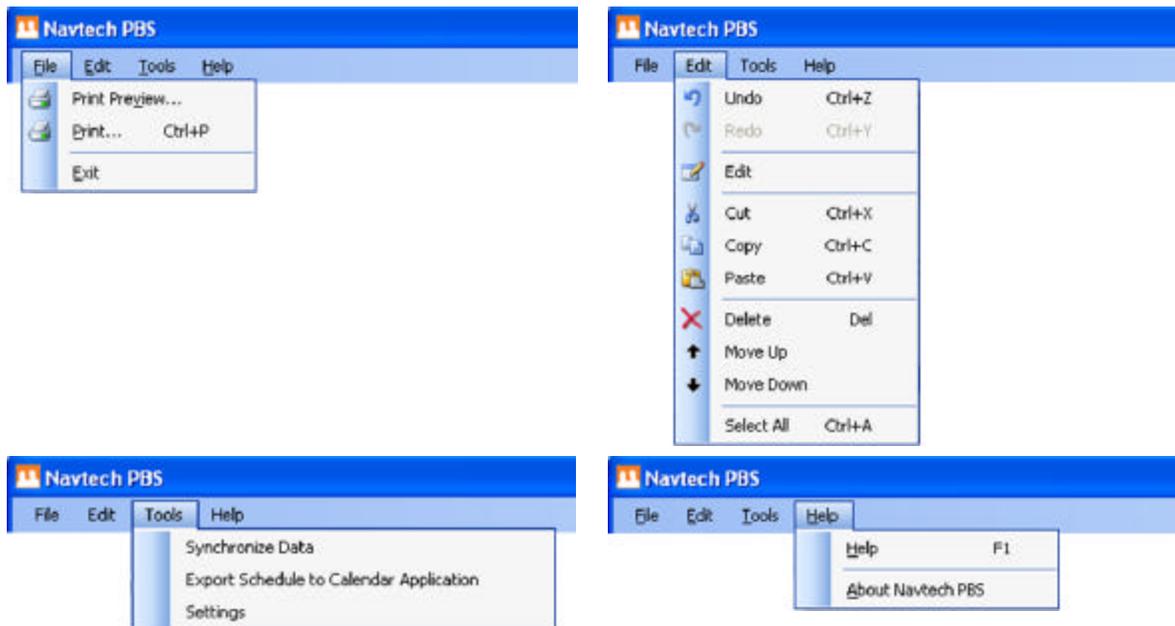
Alternate Accessing of Editing Options

The PBS Desktop Bidder is a “Windows” application and therefore has additional quick links to additional features.



Menu Bar:

The Menu Bar [1], at the top of the PBS Desktop Bidder, displays a list of various pull-down menu items whenever one of the headers is selected.



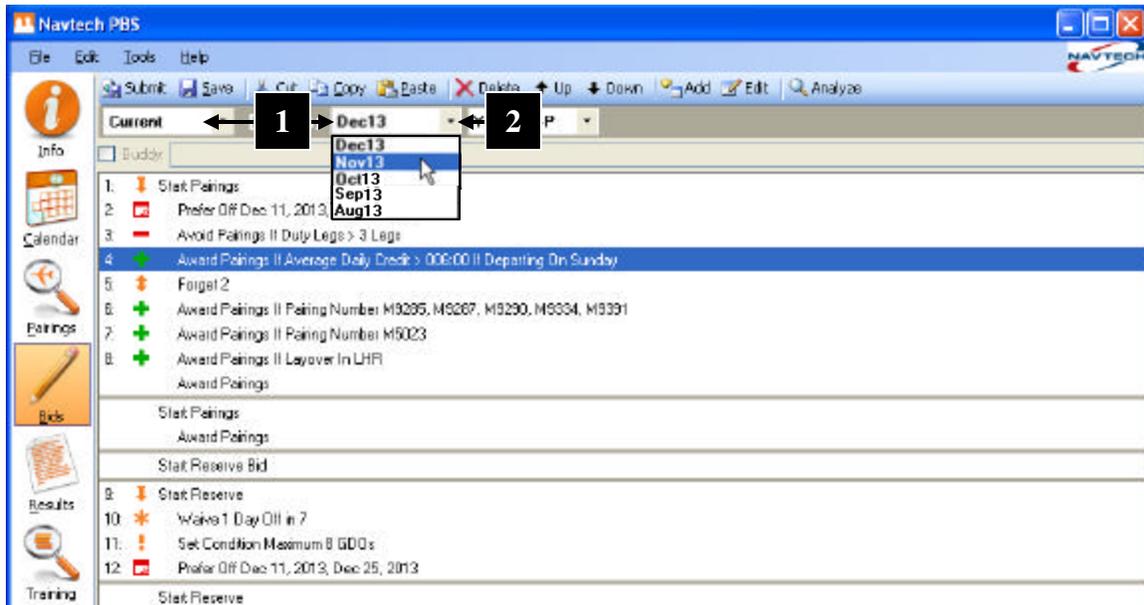
Right Mouse Click:

When a bid line is selected you may use the right mouse button (right-click) to bring up a short cut menu [2] of options.

Appendix 1 – Section 4 – PBS Desktop Bidder Interface

View Present/Previous Bids

The bid that is being created/edited will be displayed [1]. To switch to a different (previous) bid period use the down arrow [2] to select the previous month's bid and type (Current, Default, Training) from the list of bid periods available.



 Only previous bid periods that have been synchronized may be viewed.

Pursers who have flown as FA may also access previous FA bids [3].



Appendix 1 – Section 5 – Pairing Pool Analyzer

Pairing Pool Analyzer

The Pairing Pool Analyzer is available through the Bids screen. Pairings that match a negative or positive bid preference are displayed in the Pairing Pool Analyzer window and the number of pairings that match a bid line is also displayed. The Pairing Pool Analyzer shows how a bid affects the available pairing pool for your category.

With a negative bid, the analyzer shows how many pairings are removed from the available pairing pool. With a positive bid, the analyzer shows how many potential pairings are in the pairing pool. These are potential awards. A pairing displayed in the preferred pool it does not mean that the pairing will be awarded.



The Pairing Pool Analyzer cannot predict your final block. The Pairing Pool Analyzer does serve to show you the pairings that you have requested through an Award bid line or avoided through an Avoid or Prefer Off bid line.

Pairing Number	Days	Check In	Check Out	Total Credit	TAFB	L/D Strs	Equipment	Positions	Dates
M5006	3	15:30	17:33	019.29	050.03	CDG	320, 767	FA, FA, FA,	22
M9011	2	05:00	19:09	014.05	038.09	YEG	320, 318, E90	FA, FA, P	15
M9018	2	05:00	19:33	012.29	038.33	YEG	321, E90, 320	FA, FA, P	22
M9028	1	06:15	16:15	008.45	011.00		320	FA, FA, P	22, 29
M9044	3	06:30	14:39	019.07	057.09	YHZ, YOW	320, E90	FA, FA, P	22
M9061	1	06:45	17:15	009.15	011.30		320	FA, FA, P	8, 15, 29
M9052	1	06:45	15:02	007.17	009.17		320	FA, FA, P	22, 29
M9068	1	06:45	17:00	007.15	011.15		320	FA, FA, P	22

- To open the Pairing Pool Analyzer:
 - Click on the “Analyze” button [1]
- To close the Pairing Pool Analyzer:
 - Click on the “X” at the top left of the Pairing Pool Analyzer window [2]
 - Alternately, deselect (click on again to turn off) the “Analyze” button [1] which is “on”

Appendix 1 – Section 5 – Pairing Pool Analyzer



The Desktop PBS Bidder only analyzes positive (Award) and negative (Prefer Off, Avoid) bid lines in the Start Pairings bid group. You cannot analyze bid preferences in a Reserve bid group, nor does the analyzer take into account Set Condition, Instruction or Waive bid lines.

When you click on the Analyze button [1] the Desktop PBS Bidder returns results in two locations, beside your bid [2] and, if a bid line is selected [3], in a table below your bid [4] according to the selected view results category [5]. The Analyzer button [1] will remain active until it is clicked again.

The screenshot shows the Navtech PBS software interface. The 'Analyze' button is highlighted with a black box labeled '1'. The bid list on the left is labeled '2'. The results table is labeled '3' and '4'. The summary bar at the bottom is labeled '5'. A red box highlights the results table for bid line 5, and a red arrow points from the 'Analyze' button to the results table.

Matching	Filtered	Preferred	
	506.1004	0.0	<input checked="" type="checkbox"/>
109.131	435.873	0.0	<input checked="" type="checkbox"/>
4.32	435.873	4:25	<input checked="" type="checkbox"/>
15:16	423.860	4:25	<input checked="" type="checkbox"/>
40:67	423.860	44:92	<input checked="" type="checkbox"/>
	423.860	44:92	<input checked="" type="checkbox"/>
	423.860	44:92	<input checked="" type="checkbox"/>
5:15	423.860	47:105	<input checked="" type="checkbox"/>
1:3	423.860	48:108	<input checked="" type="checkbox"/>
506.1004	423.860	423.860	<input checked="" type="checkbox"/>
	506.1004	0.0	<input checked="" type="checkbox"/>
506.1004	506.1004	506.1004	<input checked="" type="checkbox"/>

Pairing Number	Days	Check In	Check Out	Total Credit	TAPB	L/O Sns	Equipment	Positions	Dates
M5006	3	15:30	17:30	019.29	050.00	CDG	300, 767	FA, FA, FA,	22
M9011	2	05:00	19:09	014.05	038.09	YEG	320, 319, E90	FA, FA, P	15
M9018	2	05:00	19:33	012.29	038.33		321, E90, 320	FA, FA, P	22
M9029	1	05:15	16:15	008.45	011.00		320	FA, FA, P	22, 29
M9044	3	05:30	14:39	019.07	057.09	YOW	320, E90	FA, FA, P	22
M9061	1	05:45	17:15	009.15	011.30		320	FA, FA, P	8, 15, 29
M9052	1	05:45	15:02	007.17	009.17		320	FA, FA, P	22, 29
M9068	1	06:45	17:00	007.15	011.15		320	FA, FA, P	22

To the extreme right of each bid line is a checkbox [6]. Any bid line with a checkmark in the checkbox is being analyzed. A bid line without a checkbox is not part of the analysis.

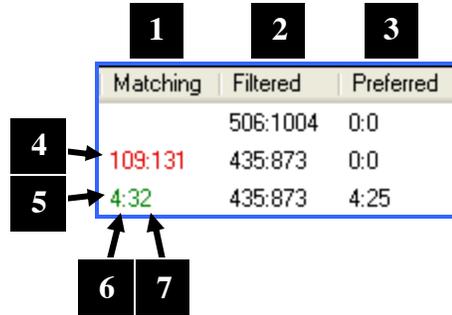
You may “simulate” the pairing results of your bid line(s) by removing the checkmark. “Denial Mode” may be simulated if negative bid lines are unchecked.



Unchecking a bid line or bid lines (removing it/them from analysis) will not delete the bid line(s) from your bid.

Appendix 1 – Section 5 – Pairing Pool Analyzer

What the numbers mean:



Matching [1]	Filtered [2]	Preferred [3]
The number of pairings that match the bid preference.	The number of pairings that are available as potential awards.	These are pairings that are potential awards; pairings in this pool are added by Award (Positive) bid preferences

Red [4] = Negative, pairings that are removed from the Filtered pairing pool.

Green [5] = Positive, these are pairings added to the Preferred pairing pool as possible awards.

The first number in the series [6] represents the number of pairings matching the bid line. The second number [7] represents the “pairing on dates” or the number of dates on which the pairings operate.

For example: 109:131

- Since this number series is in **RED** they are from a negative bid line (Avoid or Prefer Off).
- There are **109** pairings that match the criteria in the bid line.
- The total number of times that those pairings operate is **131**. This number may be greater than the number of pairings because there are pairings that operate more than once in a bid month.

Holding your mouse pointer over a set of numbers will display a window with a breakdown of the data [8].

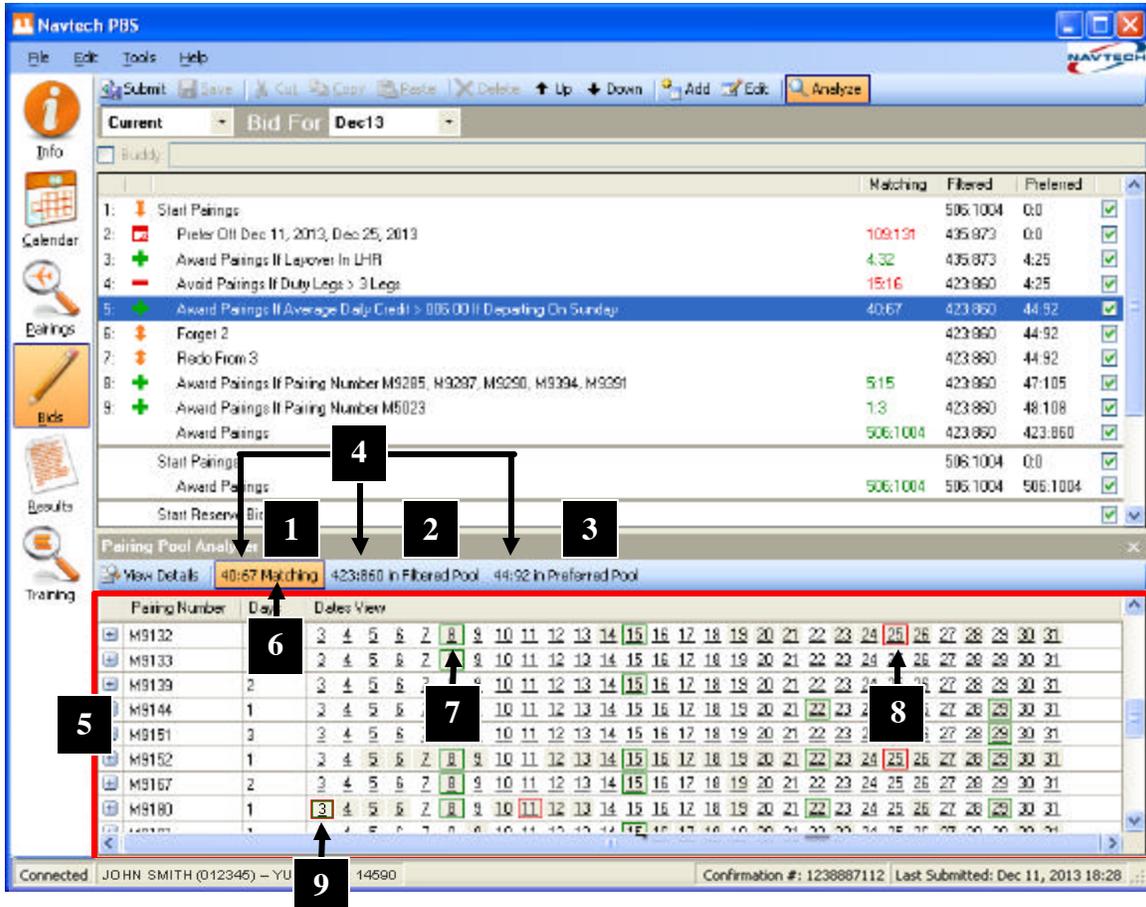
109:131	435:873	0:0	<input checked="" type="checkbox"/>
4:32	435:873	4:25	<input checked="" type="checkbox"/>
15:15			<input checked="" type="checkbox"/>
40:40			<input checked="" type="checkbox"/>
	423:860	44:92	<input checked="" type="checkbox"/>
5:15	423:860	47:105	<input checked="" type="checkbox"/>
1:3	423:860	48:108	<input checked="" type="checkbox"/>

Matching this preference:
4 Pairings
32 Pairing On Dates

Appendix 1 – Section 5 – Pairing Pool Analyzer

The Pairing Pool Analyzer Window

The Pairing Pool Analyzer window displays the pairings in the Matching [1], Filtered [2] or Preferred [3] pools. In addition to the “Pairings” and “Pairing On Dates” information [4], the pairing(s) [5] for the selected pool [6] is/are displayed.



The Dates View column highlights how a bid preference affects a pairing instance.

- A **Green** box [7] around date means that it is preferred by an Award Pairings bid line.
- A **Red** box [8] means that a bid line has removed that pairing instance from the available pairing pool by an Avoid Pairings bid line.
- A **Green and Red** box [9] around on date means that it matches both an Avoid/Prefer Off and Award Pairings bid line.

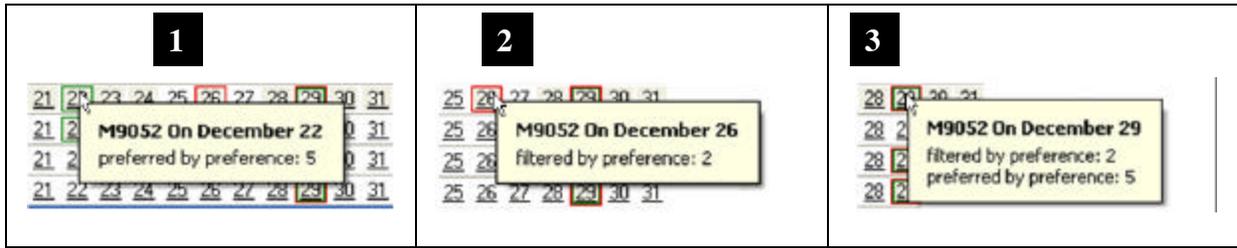
Forget, Redo, Set Condition, Waive, etc. bid lines do not display any pairings when selected as these bid lines do not add or remove pairings from the available pairings pool. If no pairings are displayed when an Award, Prefer Off or Avoid bid line is selected then that bid line does not match any pairings in the available pairings pool and as a result that bid line does not add or eliminate any pairings to your bid. In the case where a bid line does not match any pairings at that base in the bid period no pairings would be added. You may use this information to either keep the bid line as is (perhaps in the case of a Default bid line) or modify it so that the pairings that are desired may be considered for awarding.



Some of the columns displayed in the example above have been hidden for a clearer view. Columns may be hidden or displayed using the same process as the Pairings screen reviewed earlier.

Appendix 1 – Section 5 – Pairing Pool Analyzer

Holding your mouse pointer over a set of numbers will display a window with a breakdown of the bid lines that filtered (Avoid/Prefer Off) [1] and/or are preferred (Award) [2] or both [3].

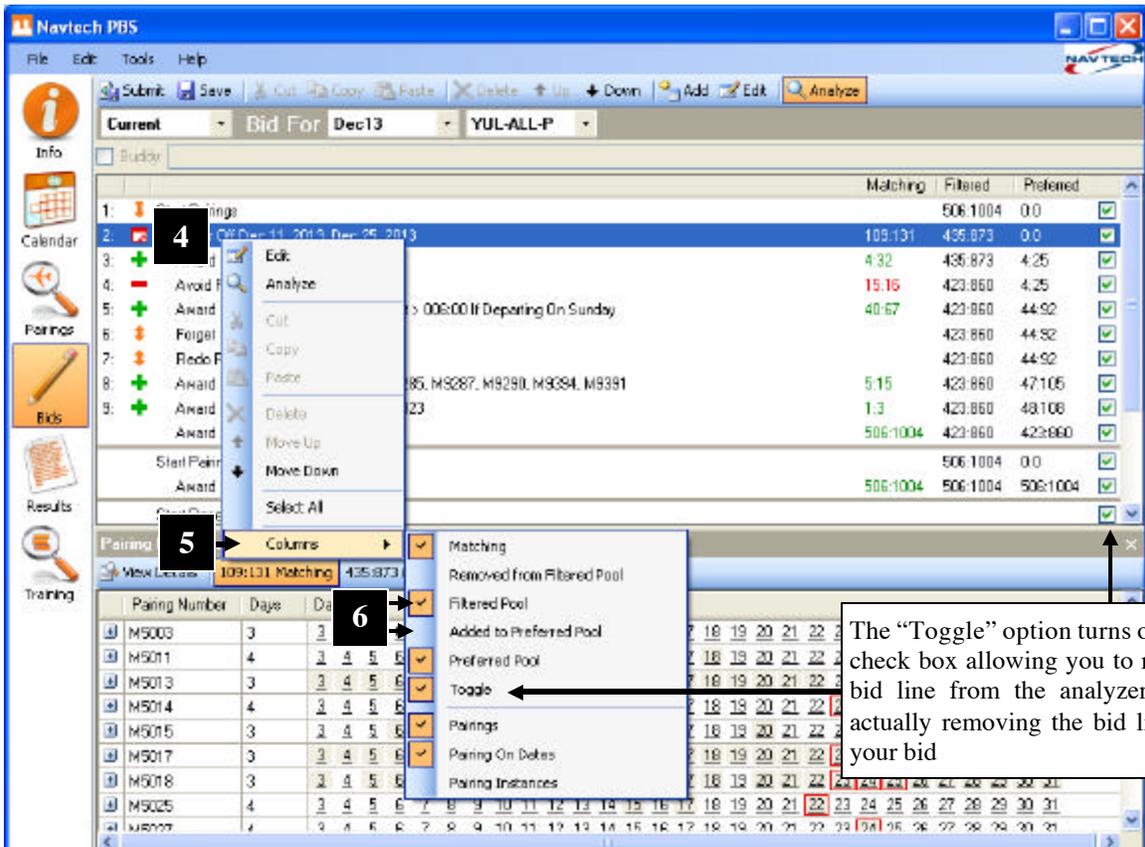


Additional Pairing Pool Analyzer Options

The initial installation of the Desktop PBS Bidder will activate the three basic columns of information: Matching, Filtered and Preferred which indicate the pairings and pairings on dates that match the appropriate bid line. In addition to the basic information you may also select the number of pairing instances as well as two additional data columns to be displayed.

To access the additional information:

- Right click on any bid line in the bid screen [4] and a pop-up box will appear
- Move your mouse to “Columns” [5] and an extra box will appear
- Columns displayed in the Pairing Analyzer are indicated with a checkmark [6]
- Columns not displayed will not have a checkmark [6]
- To turn off a column, click on the checkmark (the checkmark will disappear).
- To turn on a column, click on the empty space to the left of the column name (check mark will reappear)

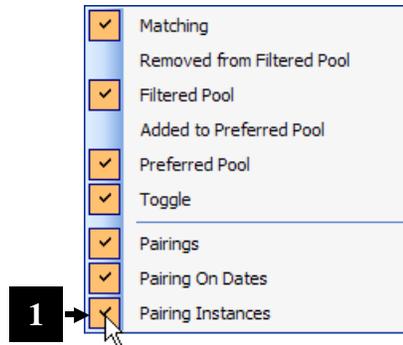


Appendix 1 – Section 5 – Pairing Pool Analyzer

Pairing Instances

In the PBS “Lexicon” an instance is a position on a pairing. Selecting *Pairing Instances* from the Column pop-up box will display the total number of positions available from the number of pairings on the number of dates. While most pairings have one Purser position, they also have multiple F/A positions. The “Instances” option will display the total number of actual positions.

Turn on the Pairing Instances display by selecting the Pairing Instances [1] option from the Column option:



For example, you are analyzing your bid and you have the bid line:

Award Pairings if Pairing Number V5212 If Departing on December 20, 20103.

Pairing V5212 requires 1 Purser and 6 F/As. The standard display, in the analyzer, will indicate 1:1 meaning that there is one pairing matching your bid line (V5212) operating once (Dec 20).

If you activate the *Instance* information from the Pairing Pool Analyzer you will see:

- If you are a Purser: 1:1:1 (one pairing, operating once, one position possible)
- If you are a F/A: 1:1:6 (one pairing, operating once, six positions possible)

Using the Pairing Instances function allows you to see just how many positions are available.

	Matching	Filtered	Preferred	
1: Start Pairings		506:1004:1004	0:0:0	✓
2: Prefer Off Dec 11, 2013, Dec 25, 2013	109:131:131	435:873:873	0:0:0	✓
3: Award Pairings If Layover In LHR	4:32:32	435:873:873	4:25:25	✓
4: Avoid Pairings If Duty Legs > 3 Legs	15:16:16	423:860:860	4:25:25	✓
5: Award Pairings If Average Daily Credit > 006:00 If Departing On Sunday	40:67:67	423:860:860	44:92:92	✓
6: Forget 2		423:860:860	44:92:92	✓
7: Redo From 3		423:860:860	44:92:92	✓
8: Award Pairings If Pairing Number M9285, M9287, M9290, M9394, M9391	5:15:15	423:860:860	47:105:105	✓
9: Award Pairings If Pairing Number M5023		860:860	48:108:108	✓
Award Pairings		860:860	423:860:860	✓
Start Pairings		1004:1004	0:0:0	✓
Award Pairings		1004:1004	506:1004:1004	✓
Start Reserve Bid				✓

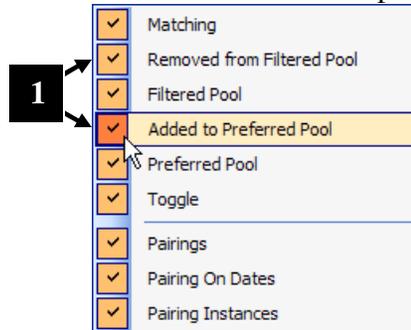
The analyzer will now display the number of pairings [2], the number of pairings on dates [3] (total number of times these pairings actually operate) and the total instances [4] (positions) available on those pairings.

Appendix 1 – Section 5 – Pairing Pool Analyzer

Additional Columns

The Pairing Pool Analyzer window may also display two additional columns of information. Each is associated with either the Matching column or the Preferred column and will indicate the actual number of pairings (and instances if that option is selected). The additional information will indicate either the pairings removed from the filtered pool or the pairings added to the preferred pool. This information takes into account the actual number of pairings that will affect either the filtered pool or the preferred pool. The difference may be that the number of pairings that match a given bid line may, for example, not all be awarded because of a negative bid line higher in your bid.

Turn on the desired column(s) select them from the Column option [1]:



To review the columns that are available:

- Matching** [2]: number of pairings that match the bid preference
- Removed from Filtered Pool** [3]: number of pairings removed from the Filtered pool
- Filtered Pool** [4]: number of pairings that are available as potential awards
- Added to Preferred Pool** [5]: number of pairings that have been added to the Preferred Pool
- Preferred Pool** [6]: number of pairings that are potential awards; pairings in this pool are added by Award (Positive) bid preferences

Mat	2	3	Filter	4	5	P	6	d
			506:1004:1004			0:0:0		
109:131:131		-(109:131:131)	435:873:873			0:0:0		
4:32:32			435:873:873		+(4:25:25)	4:25:25		
15:16:16		-(12:13:13)	423:860:860			4:25:25		
40:67:67			423:860:860		+(40:67:67)	44:92:92		7
			423:860:860			44:92:92		
			423:860:860			44:92:92		
5:15:15			423:860:860		+(4:13:13)	47:105:105		
1:3:3			423:860:860		+(1:3:3)	48:108:108		
506:1004:1004			423:860:860		+(391:752:752)	423:860:860		

The pairing information in the Pairing Pool Analyzer for the highlighted bid line [7] may also be displayed for these “new” columns by clicking on their respective category.





Depending on the size of the “window” on your screen, not all information may be displayed.

Appendix 1 – Section 5 – Pairing Pool Analyzer

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Appendix 1 – Section 6 – Additional Information

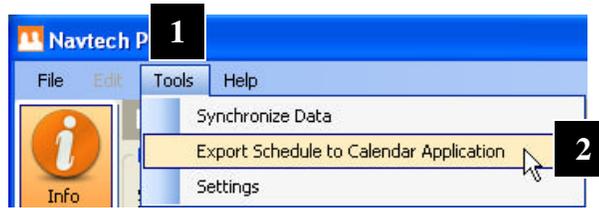
PBS Calendar File Synching

The PBS Desktop Bidder allows you to export a file that may be read by your computer and/or smart phone’s calendar application.

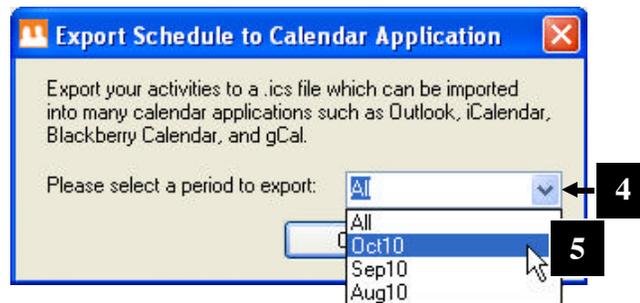
To use the Calendar File synch go to the Tools pull-down menu and select the option to export your schedule to a calendar application outside of PBS. To use this feature you must have either Microsoft Outlook, iCalendar, Blackberry Calendar or gCal. Check the help feature or manual of your calendar software on how to load external calendar files.

To create a calendar file:

- Go to the Tools menu [1] and select Export Schedule to Calendar Application [2]



- A pop-up will appear. You may select either all periods [3] or if you wish to specify the bid period, click on the “down” arrow to the right of the box [4] and select the appropriate bid period [5]:

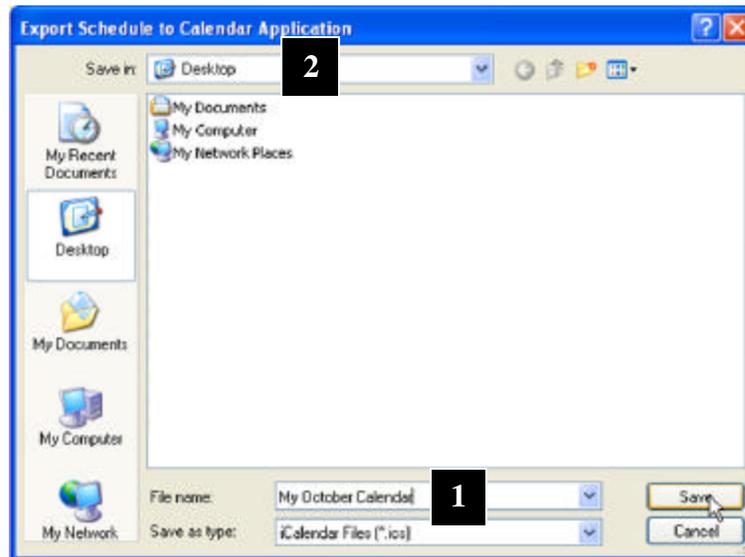


- Click on Ok [6] to continue, or Cancel [7] to cancel the operation.

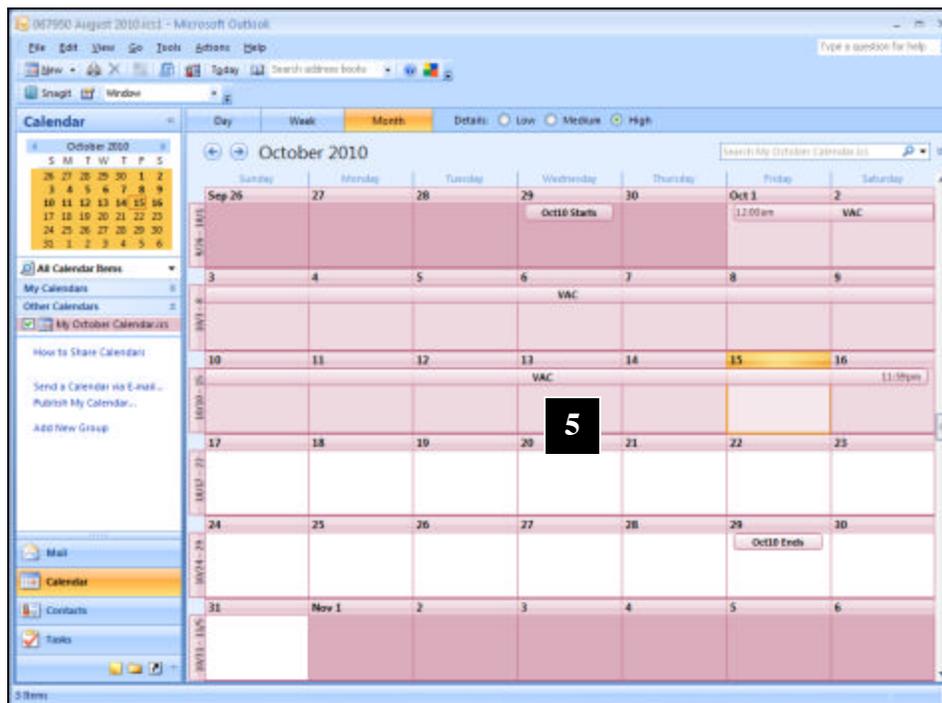
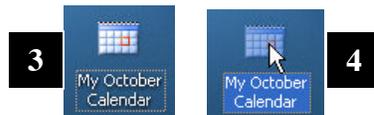


Appendix 1 – Section 6 – Additional Information

If Ok was selected then you will be prompted to save the calendar file. Give it a name [1] and remember the location [2] where it is saved so that you may reference it later when updating your own calendar application. This example has the calendar names the file “My October Calendar”



In this example, the calendar file [3] has been saved to my desktop. Double-clicking [4] (with the left mouse button) will launch Microsoft Outlook [5] which will now display the contents of the PBS calendar.



Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

Installing the PBS Desktop Bidder

The Desktop PBS Bidder will only work on PCs with Microsoft Windows. Macintosh computers are not supported by the application.

Installing the Desktop PBS Bidder will take upwards of 30 minutes to complete and need only be done once. After installation the Desktop PBS Bidder application will sync with the Web PBS Bidder to download bid information, bids and pairing files every time you log in with the Desktop PBS Bidder and synchronize. If you change computers, or use a desktop at home and a laptop on the road, you will need to install the Desktop PBS Bidder on each machine.

You will need a general knowledge of computers and Windows. Track where files are normally saved to your computer for future access during the installation process. Write down information, such as file locations, if necessary for reference later in the process.

This guide has been compiled with all of the relevant screens and windows from a full installation using Firefox. Your screens may differ depending on the program that you use to access the internet.

Unfortunately there is no user support for the installation of the Desktop PBS Bidder through the usual Air Canada Helpline channels.

There are four (4) steps to installing Desktop PBS Bidder. All of the files necessary to install the application may be found on the “Settings” tab of the web version of PBS Bidder.

- 1 – Download the installation file
- 2 – Install the Desktop PBS Bidder application (Install MS Framework[™] if required)*
- 3 – Download and install the Configuration file
- 4 – Log in and synchronize the configuration data

- * Depending on your computer, the installation process may prompt you to install Microsoft *.NET Framework version 3.5*. This is a free installation and if it is required the installation process will bring you to the download website.

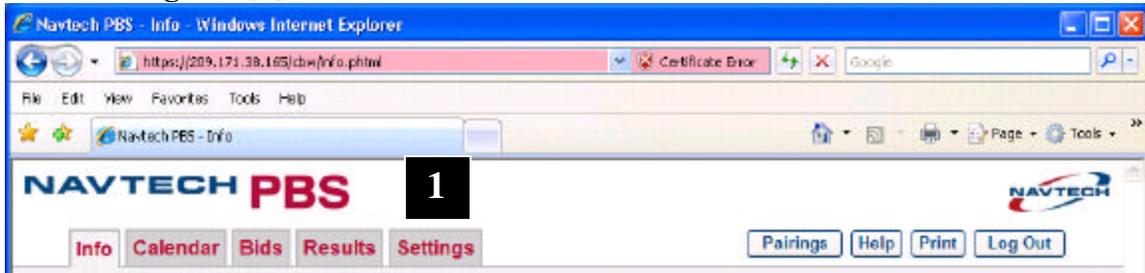
NOTE: If prompted to do so, be sure to install version 3.5 of Microsoft Framework and not newer versions as they are not compatible with Desktop PBS Bidder.

Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

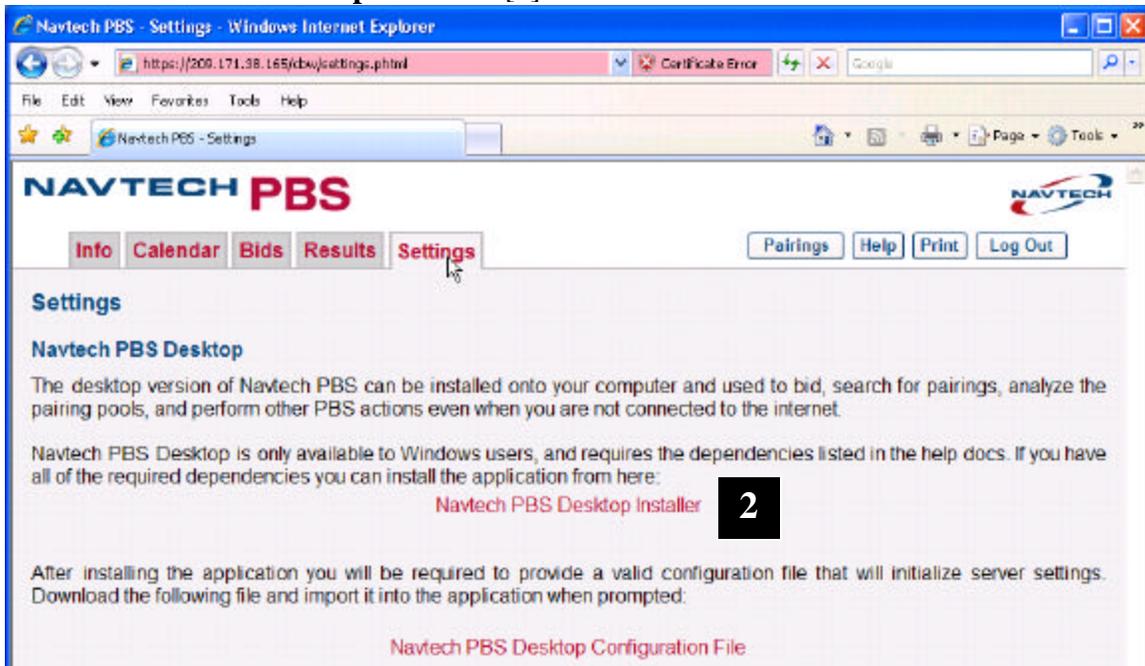
To begin the process you must first log into the Web PBS Bidder.

1 – Download the installation file

a) Go to the **Settings** tab [1].



b) Click on **Navtech PBS Desktop Installer** [2].



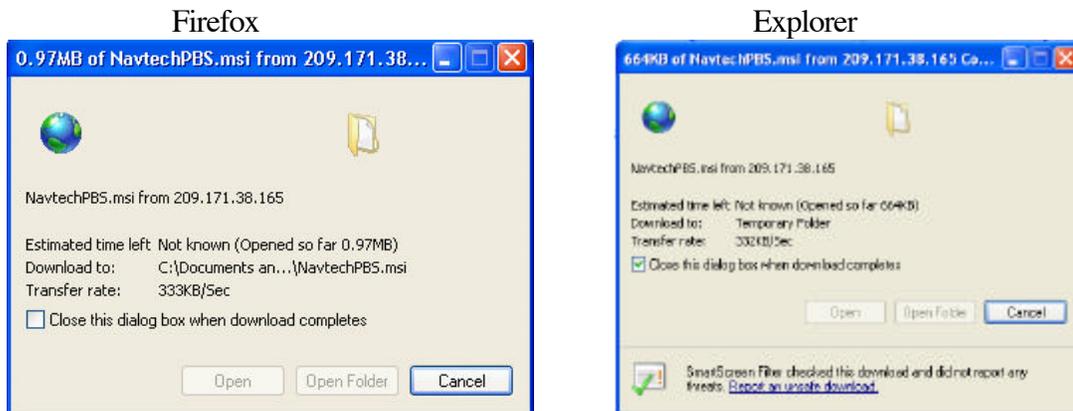
Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

2 – Install the Desktop PBS Bidder application

- a) Your computer will begin to download the NavtechPBS installation file (NavtechPBS.msi). When prompted, select **Run** [3].



- b) Allow the installation file to be downloaded.



If you are prompted by your internet software to click on **Run**, do so.

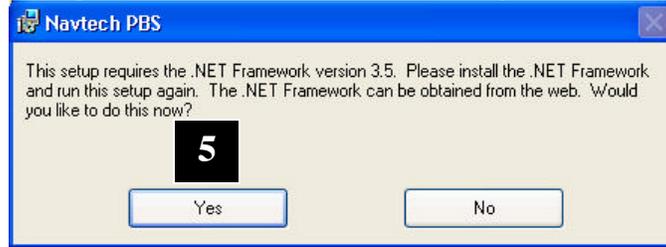
- c) If you get a security warning, select **Run** [4].



Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

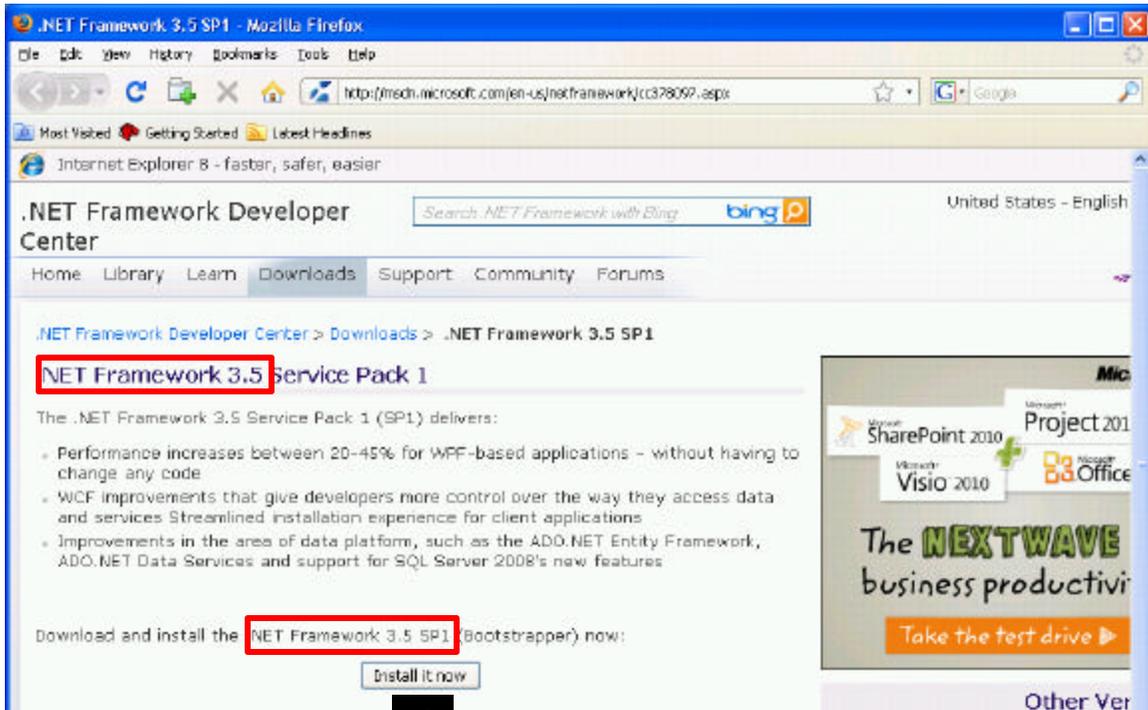
Microsoft .NET Framework

- d) **If not already installed on your system**, you may be prompted to install the *.NET Framework 3.5*. Click on **Yes** [5] to be brought to a Microsoft website where you can download Framework 3.5.



If you do not receive this prompt to install Framework 3.5, you can proceed to step “s”.

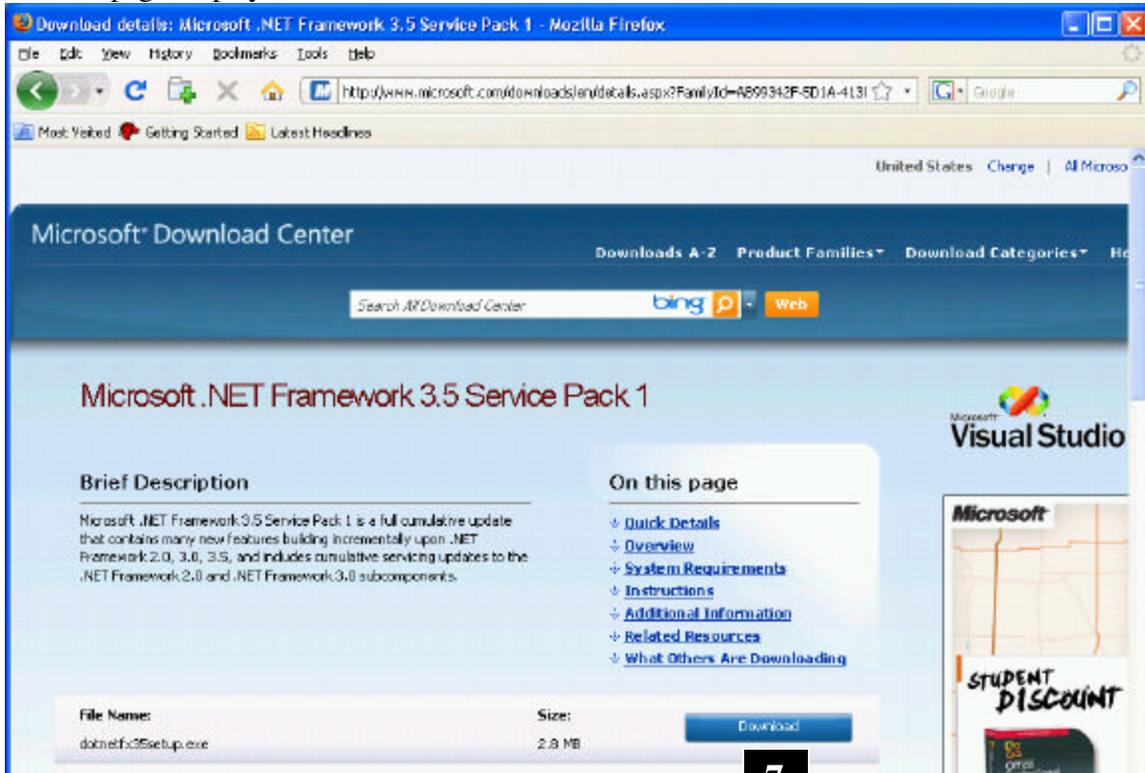
- e) At the Microsoft website click on **Install it Now** [6]. Be sure that you are set to download version 3.5



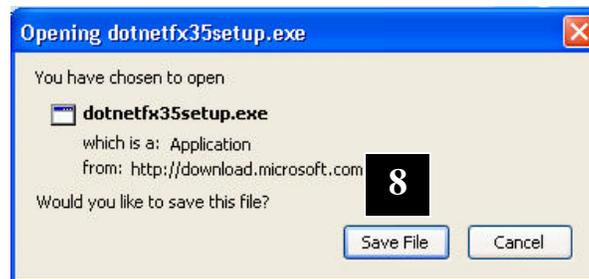
6

Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

f) At the next page displayed, click on **Download** [7].



g) Click on **Save File** [8].



h) Firefox: Once the file is downloaded and the “Download” window is displayed, right click on the file and select **Open** [9].

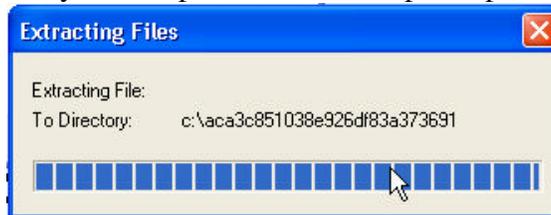


Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

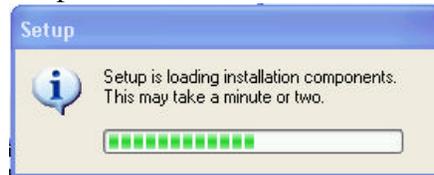
i) Then click on **Run** [10].



j) The program will download to your computer. Do not stop this process.

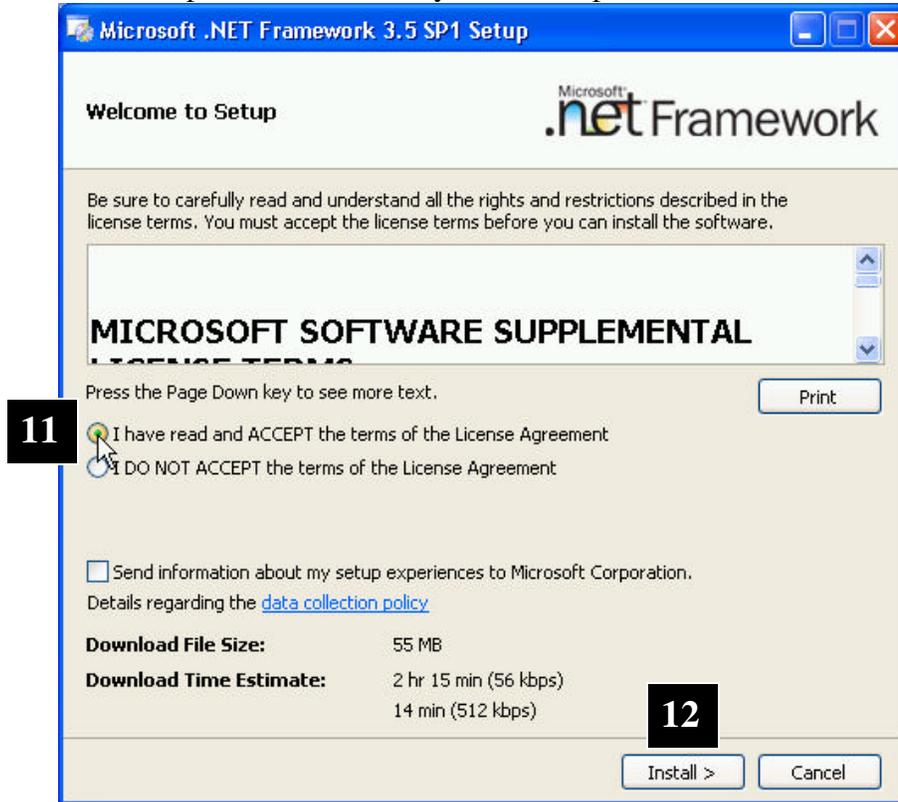


k) After downloading, installation components need to be loaded, this is done automatically.



Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

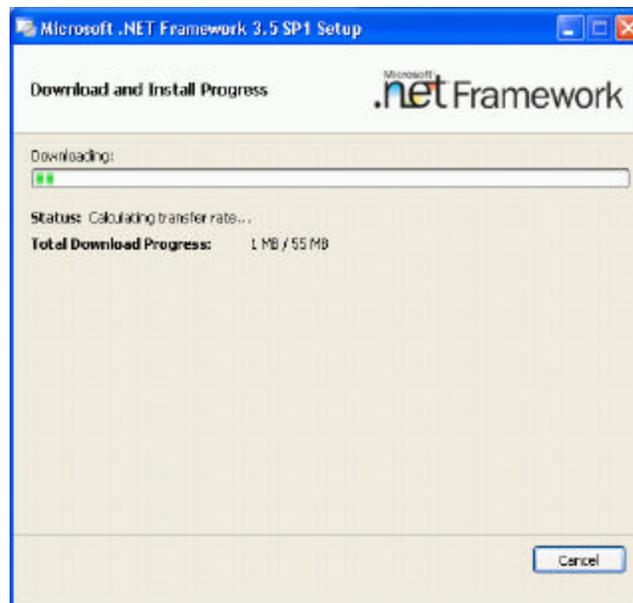
- l) Once the installation components are loaded you will be presented with the following screen:



Select **ACCEPT** [11].

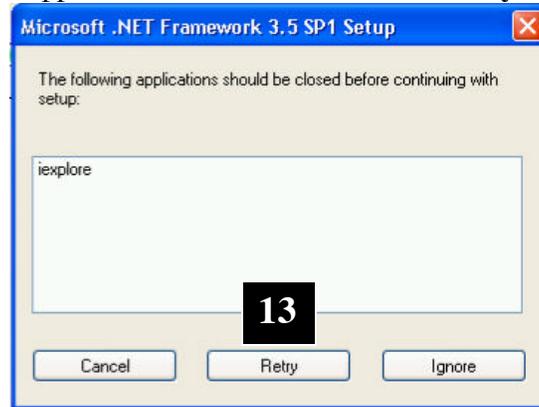
Click on **Install>** [12].

- m) .NET Framework 3.5 is being installed. This process may take several minutes depending on your internet connection speed (10+) and may appear, at times, to have stopped. **DO NOT CANCEL THE PROCESS OR TURN OFF YOUR COMPUTER.**



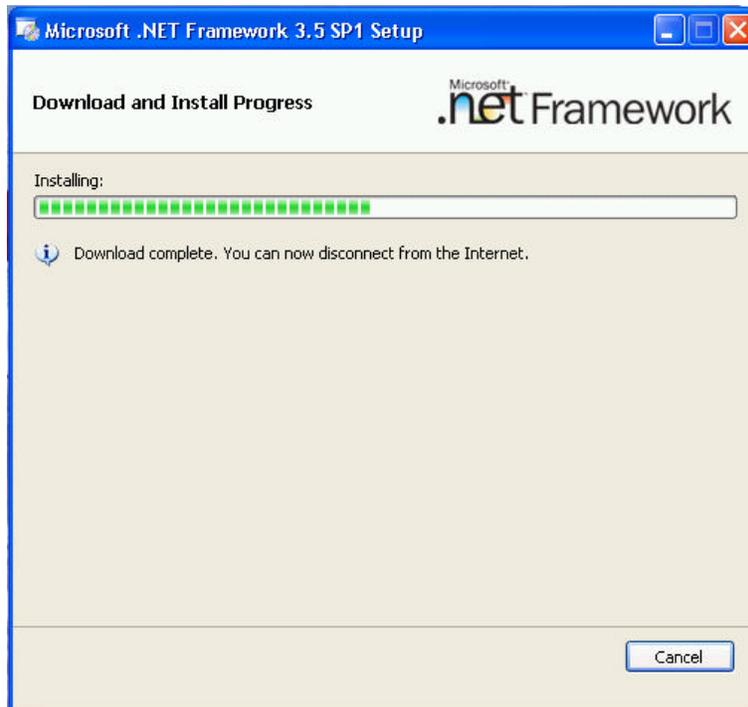
Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

- n) If prompted to close specific applications, do so and click on **Retry** [13]



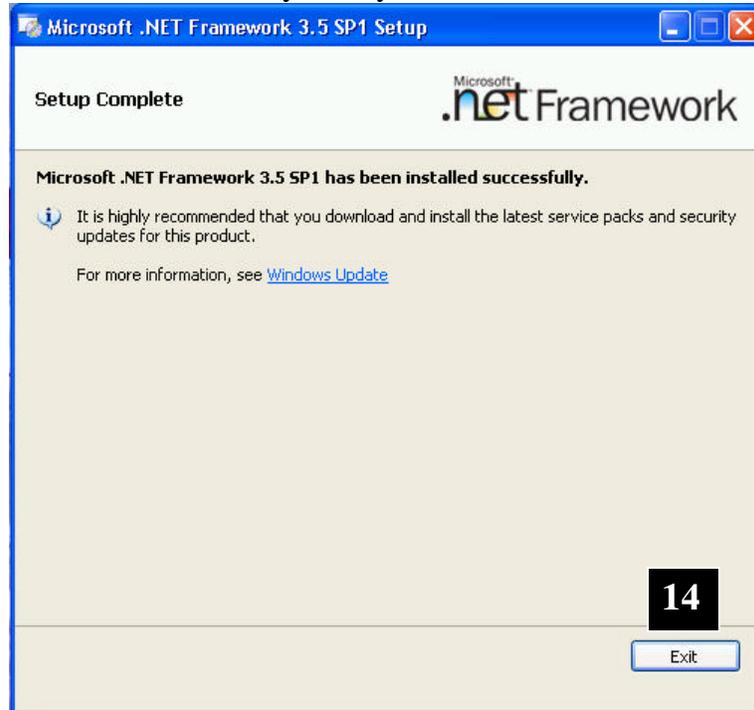
In this example we would close Internet Explorer (Firefox, IE, etc.)

- o) .NET Framework 3.5 will continue to be installed. Again, this process may take several minutes and may appear, at times, to have stopped. **DO NOT CANCEL THE PROCESS OR TURN OFF YOUR COMPUTER.**



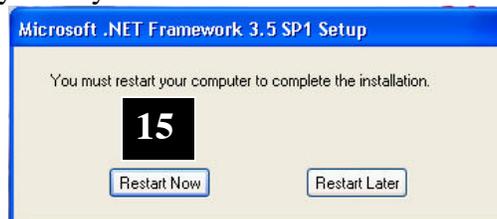
Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

p) When Framework 3.5 has been installed you may click on **Exit** [14].



q) You must restart your computer for the Framework installation to be completed. If you are ready to do this, click on **Restart Now** [15]. Note, if you have other applications open on your computer they may lose any unsaved data, so save them before restarting.

While you may restart later, you may not be able to use and install Desktop PBS Bidder until you do.



r) After restarting you will need to start the NavtechPBS installer program. Find the **NavtechPBS** icon [16] on your desktop.

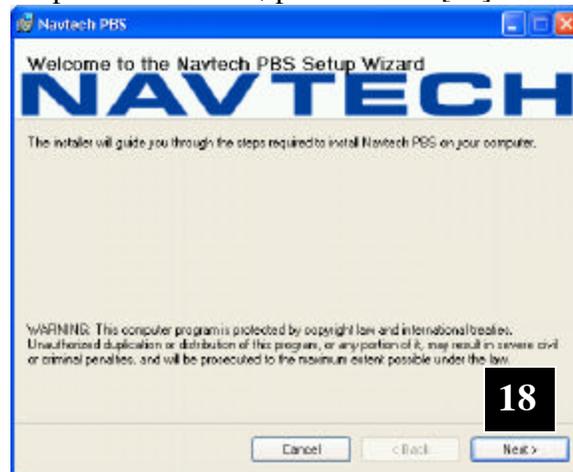


Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

- s) Double-click on the NactechPBS icon (see [16] above). You may get a Security Warning, if so click on Run [17].



- t) On the NAVTECH PBS Setup Wizard screen, press **Next>** [18].



- u) You may choose a folder for the installation of the Desktop PBS Bidder [19], or use the default folder (recommended). Once you are satisfied with the folder, click on **Next>** [20].



Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

v) Confirm installation of the Desktop PBS Bidder by clicking on **Next>** [21].



w) Navtech PBS will be installed. Do not cancel the process.



x) When the installation process is complete, click on **Close** [22] to close the window.



Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

- y) A new icon will be created called Navtech PBS [23]. Before we use it we will need to download the proper configuration file from the Web PBS Bidder.

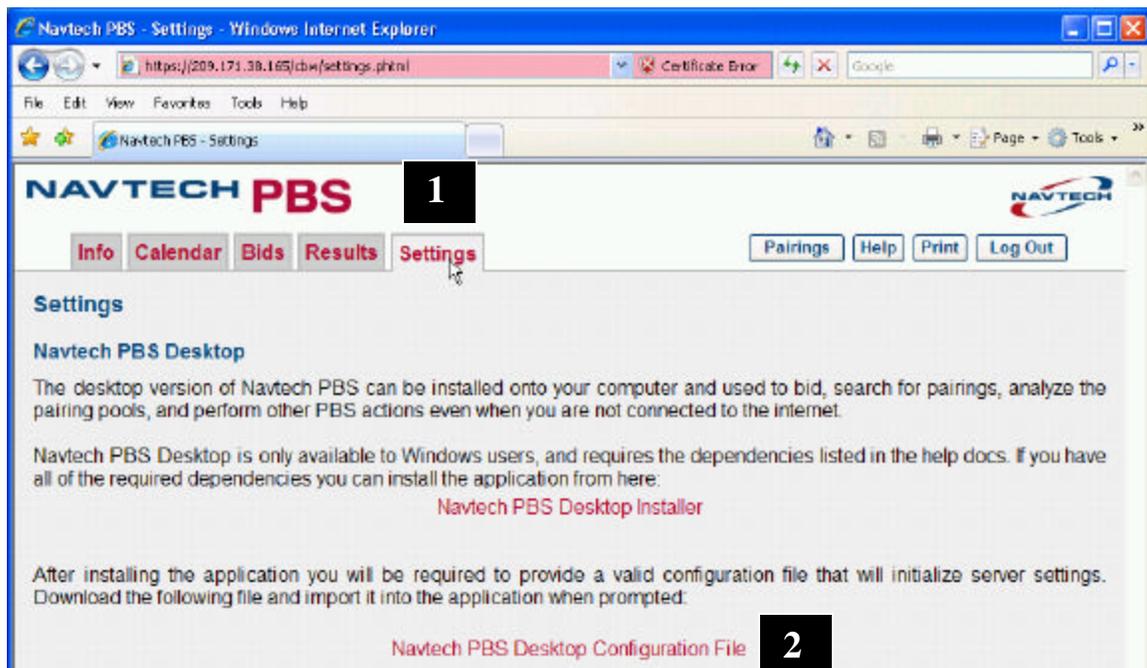


Downloading the Configuration File

3 – Download and install the Configuration file

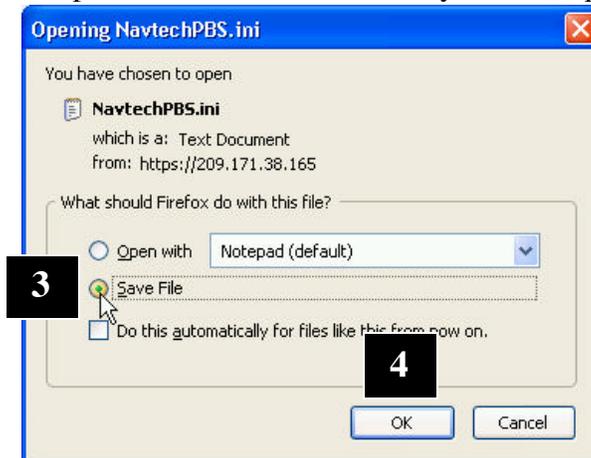
Prior to using the Desktop PBS Bidder for the first time, we need to download a configuration file. You download the configuration file by using the link on the Settings tab of the Web PBS Bidder.

- a) If not already logged into Web PBS Bidder, do so. Then go to the Settings tab [1] and click on the Navtech PBS Configuration File link [2].

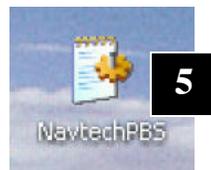


Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

- b) Select **Save File** [3] and save the NavtechPBS.ini file [4] by clicking **OK**. Remember the location where it is saved on your computer. It is best to save it to your desktop.



The file's icon will look like this [5]:



The configuration file has now been downloaded.

Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

4 – Log in and synchronize the configuration data

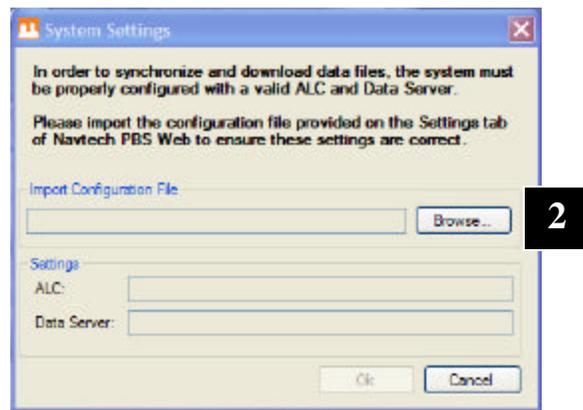
The first time we log in to the Desktop PBS Bidder we need to indicate the configuration file and then synchronize the Desktop version with the Web version. Once we set up the link this process will only require one click on the Desktop PBS Bidder.

- a) Open up the Desktop PBS Bidder by double-clicking on the Navtech PBS icon [1]:

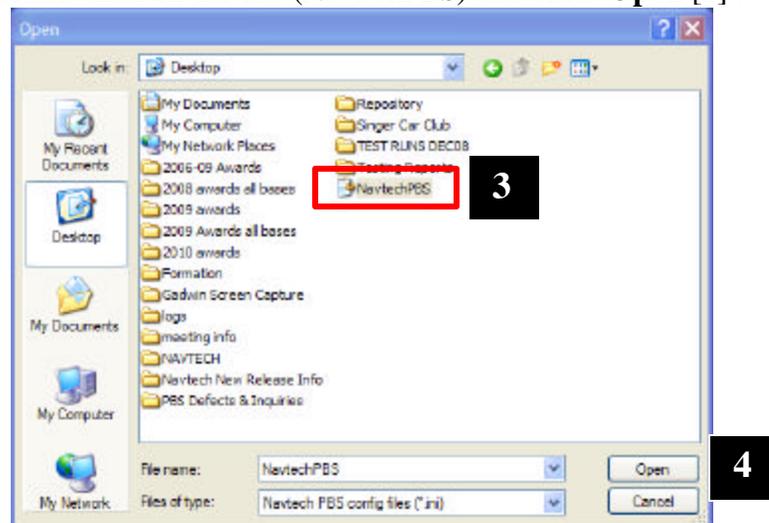


- b) As this is the first time we run the application, we are prompted to import the configuration file. You will need to specify the location of the NavtechPBS.ini file during this process.

Click on **Browse...** [2].

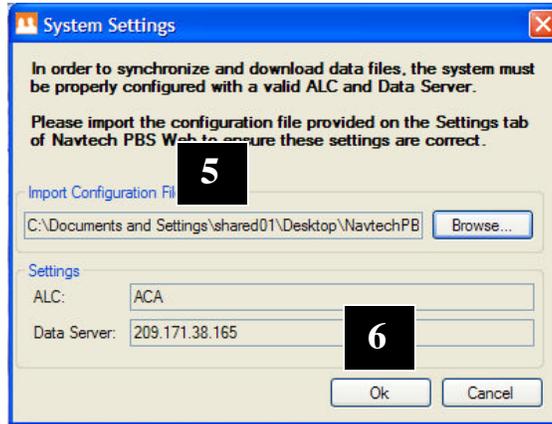


- c) You will then need to go to the where the NavtechPBS.ini file was saved, in this case it is on the desktop [3]. Once located click on the file (NavtechPBS) and click **Open** [4]..

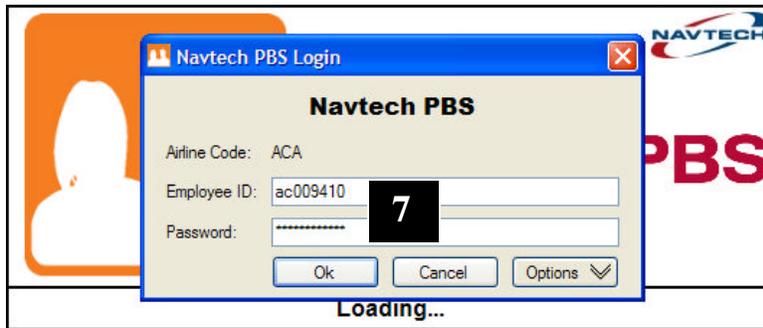


Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

- d) The import Configuration File location is copied into the proper area of the window [5], and now we click on Ok [6].



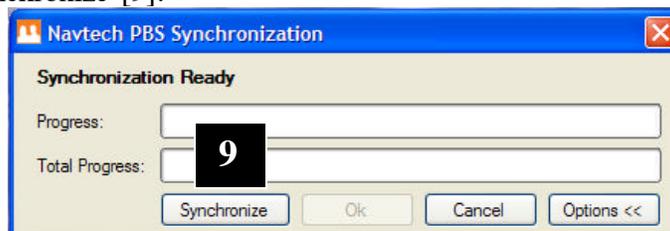
- e) You will be prompted for your Employee ID and Password [7]. Use the same ones as you would when logging into the Web PBS Bidder.



- f) If you are prompted by an invalid security pop-up, click on Yes [8].

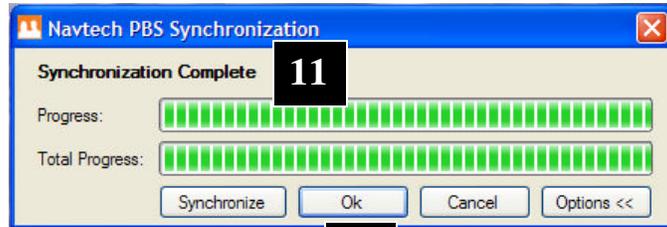
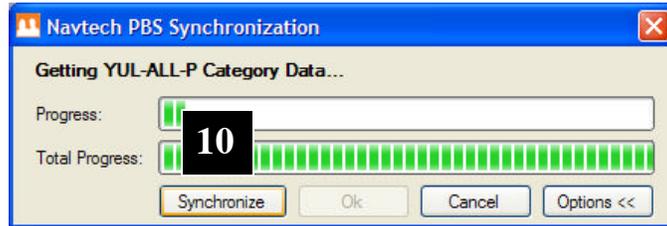


- g) You are now ready to synchronize the data between the Web PBS Bidder and the Desktop PBS Bidder. Click on Synchronize [9].



Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

- h) A Progress bar [10] will indicate the progress of the synchronization. This goes fairly quickly however wait until you see Synchronization Complete [11]. When complete you can click on Ok [12].



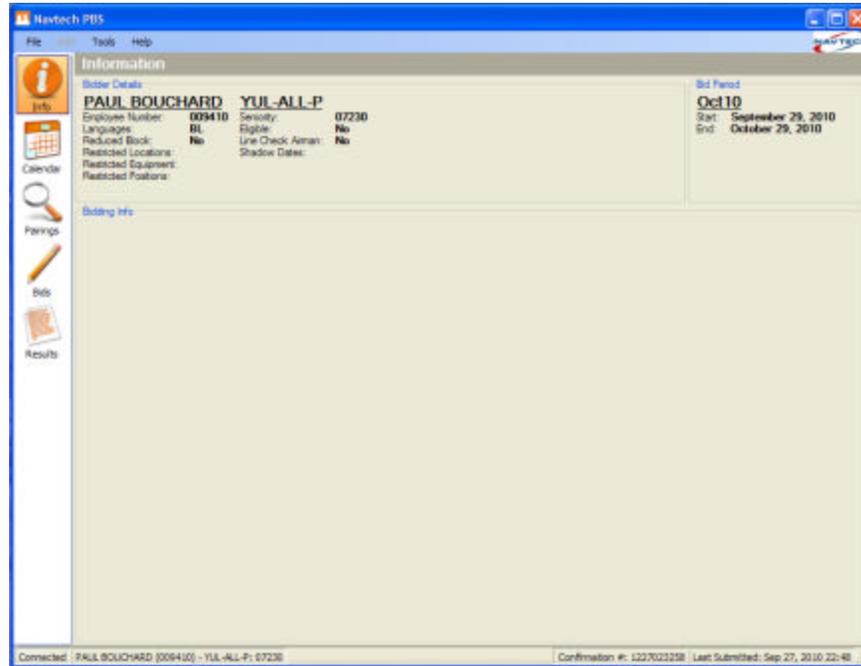
12

- i) The Desktop PBS Bidder will now load.

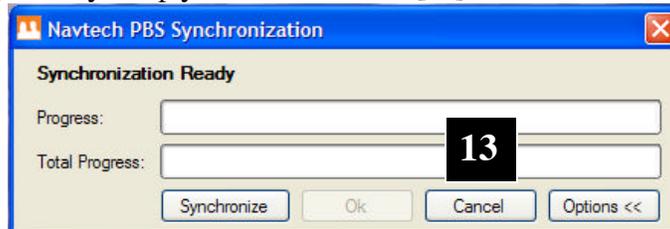


Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

- j) When loading is completed the application will display the Info tab, just as with the Web PBS Bidder.



The Desktop PBS Bidder will always attempt to synchronize when loaded. If you do not have an internet connection then you may simply click on Cancel [13].

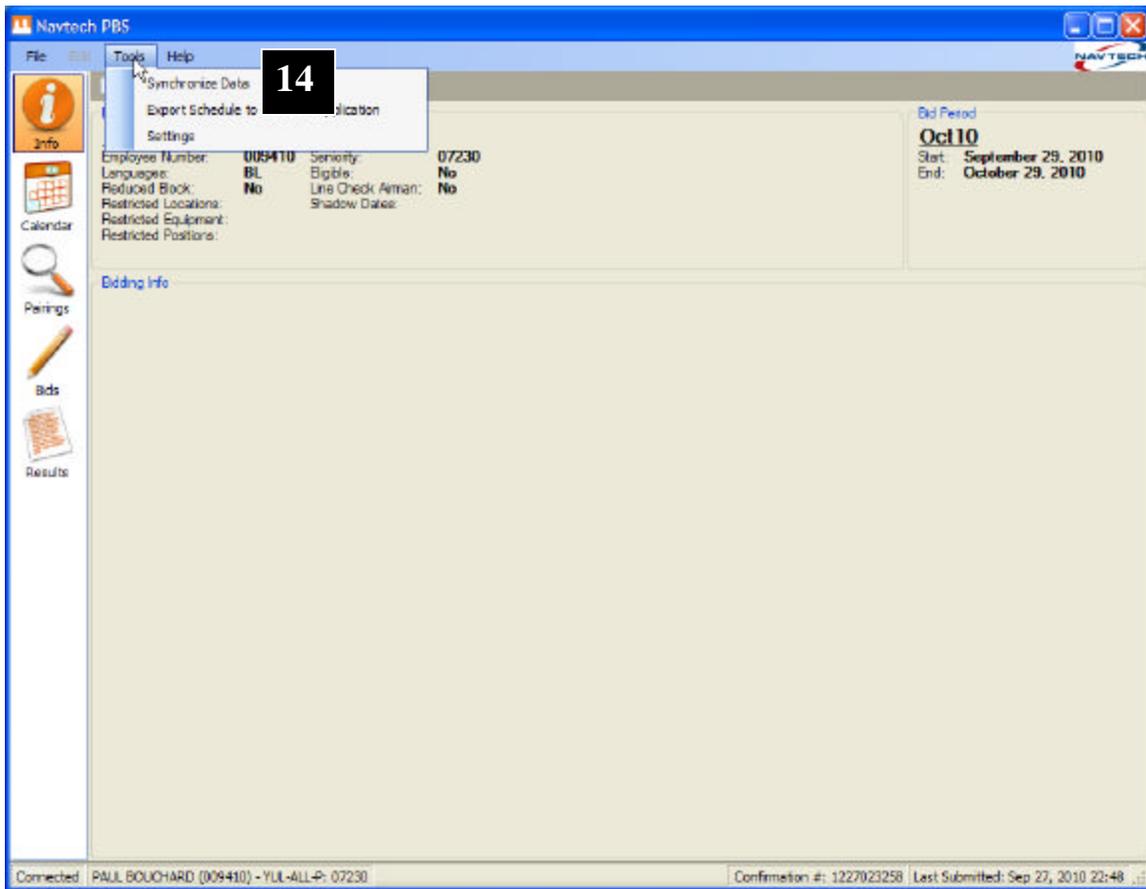


Desktop PBS Bidder will load and you may use it to search pairings and/or create/modify your bids without a connection to the internet.

Remember that you must save and synchronize your bids with the Web PBS Bidder (as above) for them to be used for the awards process.

Appendix 1 – Section 7 – Installing the PBS Desktop Bidder

You may also manually force synchronization from within the Desktop PBS Bidder application by going to Tools and clicking on Synchronize Data [14].



Appendix 2 – Section 1 – Introduction

Training Bid

The Navtech PBS Training Module allows you to bid for training patterns according to your individual likes and dislikes.

Bidding for Training and the Training Award occurs prior to the opening of the pairings bid period. The bids that you submit along with the training patterns and other parameters in PBS, added by your administrator, are used to automatically award training patterns for the bid period when required. Once training patterns have been awarded they will be added to your schedule for the proceeding flying bid period. Any pairings will be assigned around your awarded training patterns.

PBS considers each crewmember's seniority and training bid when awarding training patterns and ensures that the awarded training events meet as many crewmember preferences as possible, while also meeting legality requirements and the company's requirements for training. Cabin Personnel seniority is used for your training bid. Training patterns are awarded strictly according to the seniority and training state of each bidder, with the most senior bidder's training pattern awarded first, and the most junior bidder's training pattern awarded last.

There are some trainings (e.g.: Annual Requalification Training) that are mandatory to take in a specific bid period. Other trainings (e.g.: new aircraft, service, etc.) where training sessions are available for multiple months may be optional for you to take right away. In these cases the number of seats available for the month is published and as long as there is a sufficient number of junior bidders who are required to attend training then you may not be required to attend that training in that bid period.



One word of caution is that if the minimum number of bidders required to take the training is not met for the bid period then training will be assigned to those legal to attend training in reverse order of seniority. Also, if more bidders request training in a given month then the most senior bidders will be awarded training.

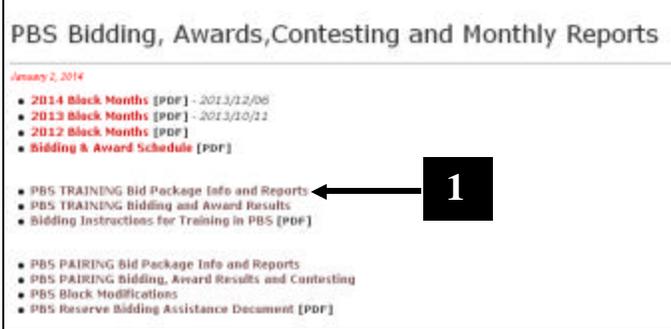
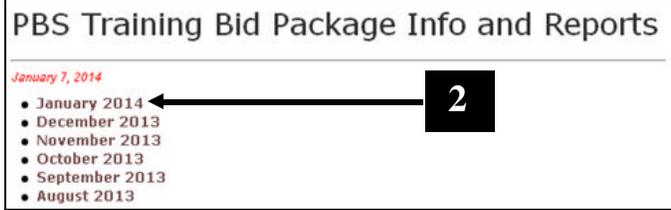
Appendix 2 – Section 1 – Introduction

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Appendix 2 – Section 2 –PBS Training Bid

Obtaining Training Information

Information on the training bid period, training patterns and if you are due for training (REC – Annual Requalification Training) in the next bid period.

<p>Access the PBS Training Bid Package Info and Reports [1] from the portal.</p>	 <p>PBS Bidding, Awards, Contesting and Monthly Reports</p> <p>January 2, 2014</p> <ul style="list-style-type: none"> 2014 Black Months [PDF] - 2013/12/06 2013 Black Months [PDF] - 2013/10/31 2012 Black Months [PDF] Bidding & Award Schedule [PDF] PBS TRAINING Bid Package Info and Reports ← 1 PBS TRAINING Bidding and Award Results Bidding Instructions for Training in PBS [PDF] PBS PAIRING Bid Package Info and Reports PBS PAIRING Bidding, Award Results and Contesting PBS Block Modifications PBS Reserve Bidding Assistance Document [PDF] 																									
<p>Select the appropriate bid period [2].</p>	 <p>PBS Training Bid Package Info and Reports</p> <p>January 7, 2014</p> <ul style="list-style-type: none"> January 2014 ← 2 December 2013 November 2013 October 2013 September 2013 August 2013 																									
<p>View the available information for:</p> <ul style="list-style-type: none"> [3] Training Bid Cover Page [4] Recurrent Training Due [5] Course Session Summary [6] Training Bulletins 	 <p>January 2014 - PBS Training Bid Package Info and Reports</p> <p>December 8, 2013</p> <p>Bidding Information (January 2014)</p> <table border="1"> <tr> <td>Cover Page</td> <td>YVR [pdf]</td> <td>YYC [pdf]</td> <td>YYZ [pdf]</td> <td>YLR [pdf]</td> </tr> <tr> <td>Training Information (January 2014)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Recurrent Training Due</td> <td>YVR [pdf]</td> <td>YYC [pdf]</td> <td>YYZ [pdf]</td> <td>YLR [pdf]</td> </tr> <tr> <td>Course Session Summary [pdf]</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Training Bulletins</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Cover Page	YVR [pdf]	YYC [pdf]	YYZ [pdf]	YLR [pdf]	Training Information (January 2014)					Recurrent Training Due	YVR [pdf]	YYC [pdf]	YYZ [pdf]	YLR [pdf]	Course Session Summary [pdf]					Training Bulletins				
Cover Page	YVR [pdf]	YYC [pdf]	YYZ [pdf]	YLR [pdf]																						
Training Information (January 2014)																										
Recurrent Training Due	YVR [pdf]	YYC [pdf]	YYZ [pdf]	YLR [pdf]																						
Course Session Summary [pdf]																										
Training Bulletins																										

Appendix 2 – Section 2 –PBS Training Bid

Training Bid Cover Page

Information on:

- Training Bid periods
- Recurrent Training
- Return following a Long-Term Sick Leave



Attached is the **Training information** for the block month of:

JANUARY 2014

Block Period: **01 JANUARY – 30 JANUARY**
 Maximum Limitations: **80 hours**
 Blocking window: **71:00 – 80:00 hours**

TRAINING BID OPEN	06 DECEMBER	08:00 EDT
TRAINING BID CLOSE	09 DECEMBER	08:00 EDT
TRAINING AWARDS PUBLISH	10 DECEMBER	23:00 EDT

Recurrent Training
 Cabin crew due to attend recurrent training and scheduled for vacation of 23 days or more during the same month (their 12th month) are advised that they must re-qualify in the MONTH PRIOR, i.e. their 11th month.
 An exception occurs for crew members due in April, who cannot attend training in the preceding month (March) as IFS Training introduces a new training module in April of every year. Instead, these affected crew members will be required to attend re-qualification training in the following month, i.e. in May.

Return Following a Long-Term Sick Leave
 Cabin Personnel scheduled to return to duty following a long-term sick leave must provide a medical certificate indicating a specific return date in order to be eligible for a training award. All medical certificates must be faxed to 514-022-7989 **prior to TRAINING bid close** and followed up with a phone call to Crew Planning to confirm receipt of the fax.
 In the event that a medical is not received by this deadline and the employee subsequently books on OR is providing a medical for pairings award purposes, the training will be assigned prior to the pairings award.

NOTE: All cabin crew will be required to bid for and attend Training at their own base. Similar to monthly blocks and vacation, training will be bid for and awarded on a seniority basis. As a result, once awarded, scheduled training is final and changes may not be requested as any modifications after the Award will have seniority implications. In addition, PBS is designed to award duties by category (base/classification). Therefore, it is not possible to allow employees to bid for training at another base.

Recurrent Training Due

List of employees due for training:

- In order of Cabin Personnel seniority
- Includes Absence information as a reminder for those due for training of any absences that may affect the training patterns that you may bid for

Base	Emp ID	Cabin Sen	Name	Course Code	Orig Due Date	Early Due Date	Absences
YUL	054321	01010	Jones Kim	REC	31 Jan 2014		VAC 01 Jan 2014 – 05 Jan 2014
YUL	022343	02220	St-Jean Jean	REC	31 Jan 2014		VAC 01 Jan 2014 – 14 Jan 2014
YUL	012321	02980	Roy Roy	REC	31 Jan 2014		
YUL	013579	05450	Smith Jeanne	REC	31 Jan 2014		Absent 01 Feb 2014 – 28 Feb 2014 VAC 15 Jan 2014 – 28 Jan 2014
YUL	024680	07870	Tremblay Jean-Claude	REC	31 Jan 2014		
YUL	009490	10020	Potter Linda	REC	31 Jan 2014		
YUL	009766	11990	Bois Mariee	REC	31 Jan 2014		

Appendix 2 – Section 2 –PBS Training Bid

Course Session Summary

List of training patterns:

- In order of date (per training title)
- Includes training code and session which is useful for bidding purposes
- Includes information on class capacity, for what base as well as start/end times

NOTE: this information is also accessible through PBS once you are logged in to PBS by selecting the Training Pattern button at the top right of the screen.

Customer Service Training & In-Flight Service Recruitment
November 20, 2013
Le 20 novembre, 2013

IFS Training Monthly Course Sessions Sommaire Formation SEV Mensuelle

January 2014 / Janvier 2014

Training courses available through PBS only:
Cours de formation disponibles uniquement via le système SPP:

Date	Code	Title/Titre	Session	Cap.	Base	Time/Heure
2014/01/02	IFS203	RECURRENT-2	7296	20	YYZ	08.30-17.00
2014/01/05	IFS203	RECURRENT-2	7301	15	YYZ	08.30-17.00
2014/01/06	IFS203	RECURRENT-2	7302	20	YYZ	08.30-17.00
2014/01/07	IFS203	RECURRENT-2	7303	20	YYZ	08.30-17.00
2014/01/08	IFS203	RECURRENT-2	7270	10	YUL	08.30-17.00
2014/01/08	IFS203	RECURRENT-2	7304	20	YYZ	08.30-17.00
2014/01/09	IFS203	RECURRENT-2	7273	8	YVR	08.30-17.00
2014/01/09	IFS203	RECURRENT-2	7305	5	YYZ	08.30-17.00
2014/01/13	IFS203	RECURRENT-2	7308	15	YYZ	07.00-16.30

Training Bulletins

List of training bulletins:

- Click on the link associated with the desired Training Bulletin

Training Bulletins

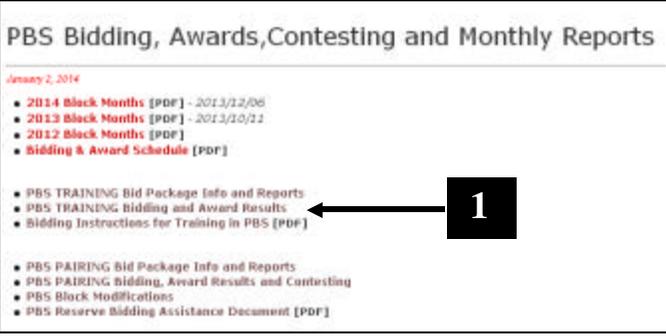
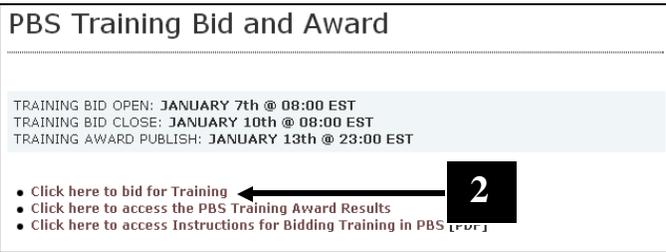
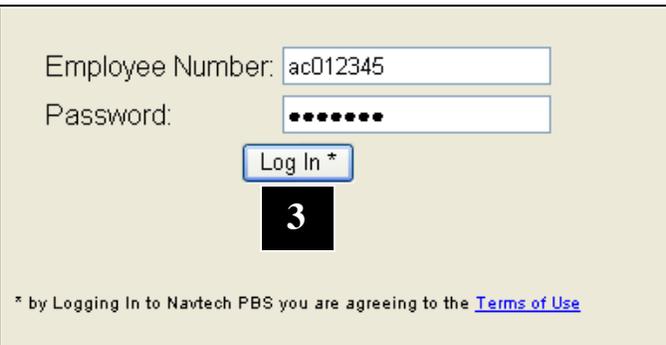
December 31, 2013

- [Annual Recurrent Training Bulletin \[PDF\]](#)
- [B787 Training Bulletin \[PDF\]](#)
- [e-Lounge Training \[PDF\]](#)
- [Requalification \(REQUAL\) Information Guide \[PDF\]](#)
- [Special Initial Training \(SPIN\) Information Guide \[PDF\]](#)
- [Training Monthly Course Sessions - January \[PDF\]](#)
- [Cabin Crew Service Training 'Standing Ovation' Bulletin \[PDF\]](#)

Appendix 2 – Section 2 –PBS Training Bid

Accessing Your Training Bid

Your Training Bid is accessed through the portal in a similar way to your pairing (flying) bid:

<p>Select PBS TRAINING Bidding and Award Results [1]</p>	 <p>PBS Bidding, Awards, Contesting and Monthly Reports</p> <p>January 2, 2014</p> <ul style="list-style-type: none"> 2014 Black Months [PDF] - 2013/12/06 2013 Black Months [PDF] - 2013/10/11 2012 Black Months [PDF] Bidding & Award Schedule [PDF] PBS TRAINING Bid Package Info and Reports PBS TRAINING Bidding and Award Results Bidding Instructions for Training in PBS [PDF] PBS PAIRING Bid Package Info and Reports PBS PAIRING Bidding, Award Results and Contesting PBS Block Modifications PBS Reserve Bidding Assistance Document [PDF]
<p>Select Click here to bid for Training [2]</p>	 <p>PBS Training Bid and Award</p> <p>TRAINING BID OPEN: JANUARY 7th @ 08:00 EST TRAINING BID CLOSE: JANUARY 10th @ 08:00 EST TRAINING AWARD PUBLISH: JANUARY 13th @ 23:00 EST</p> <ul style="list-style-type: none"> Click here to bid for Training Click here to access the PBS Training Award Results Click here to access Instructions for Bidding Training in PBS [PDF]
<p>Log in to PBS using your employee number and password</p> <p>Click on Log In [3] or press the Enter key on your keyboard</p>	 <p>Employee Number: <input type="text" value="ac012345"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input type="button" value="Log In *"/></p> <p>* by Logging In to Navtech PBS you are agreeing to the Terms of Use</p>
<p>Once you have logged in you will be brought to PBS Bidding on the Info page</p> <p>NOTE: This is the same site as is used for your Pairings Bid.</p>	 <p>NAVTECH PBS</p> <p>Info Calendar Bids Results Settings Pairings Training Patterns Help Print Log Out</p> <p>Jul13 Bid Period</p> <p>JOHN SMITH (012345) - YYZ-ALL-FA: 03690 - Bilingual</p> <p>Training Required - Training Seniority: 44040 - Requirements: REC (MustGo) TR7 (MayGo)</p>

Appendix 2 – Section 2 –PBS Training Bid

Must Go / May Go

Must Go / May Go:

When you log in to the PBS Bidder you will be notified on the Info page if you have training requirements. Your administrator sets your training state based on your requirements. There are two training states: MUST GO, MAY GO.



Must Go:

Crewmembers with requirements flagged as MUST GO are required to take training in the next period.

If your training requirement is MUST GO:

- the Info screen will display the training type and the text MUST GO [1]
- Training bids will be the default when you go to the Bids tab
- PBS will attempt to honor your bids, but you will still be awarded a training pattern even if your bids cannot be honored
- the AVOID VOLUNTARY TRAINING bid line will be ignored

May Go:

Crewmembers with requirements flagged as MAY GO are not required to take training in the next period but still may be awarded training patterns due to their seniority and requirements set by the administrator.

If your training requirement is MAY GO:

- the Info screen will display the training type and the text MAY GO
- training bids are the default when you go to the Bids tab
- the AVOID VOLUNTARY TRAINING bid line may be used, but you might be awarded training patterns to meet administrator requirements
- if you are awarded a training pattern PBS will attempt to honor your bids but administrator requirements take priority



Buddy Bidding is NOT available with Training bids.



It is possible that you may be eligible for both ART and an other training in the same month. Although you may not avoid ART training you may, if you prefer not to have two trainings in the same month, avoid the other training. If you avoid the other training and if you are not required to attend in that month PBS will not award you the other training.

Appendix 2 – Section 2 –PBS Training Bid

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Appendix 2 – Section 3 –PBS Training Bid Interface

PBS Training Bid Interface

The PBS Training Bid interface is similar to that of the Pairings Bid interface. The Training Bid Sheet is accessed from the Type [1] menu and you may switch between your Training, Current and Default bid sheets at any time however not all bid periods are active at all times meaning that some elements or features may not be activated.

When you first navigate to the training bid sheet you will see that there is only one training bid group. In that bid group an empty bid with three system-generated bid lines:

The screenshot shows the NAVTECH PBS Training Bid Interface. At the top, there is a navigation bar with tabs for 'Info', 'Calendar', 'Bids', 'Results', and 'Settings'. Below this, there are buttons for 'Pairings', 'Training Patterns', 'Help', 'Print', and 'Log Out'. The main area displays a table with columns for 'Period', 'Type', 'Conf #', and 'Last Submitted'. The 'Type' dropdown is set to 'TrainingBid' and is highlighted with a black box containing the number '1'. The table contains three rows: 'Start Training', 'Avoid Voluntary Training', and 'Award Training'. To the right of the table is a vertical toolbar with buttons for 'Add', 'Edit', 'Delete', 'Delete All', 'Cut', 'Copy', 'Paste', 'Up', and 'Down'. At the bottom of the interface, there is a status bar displaying 'JEAN SMITH (012345) – P: 1414 - Bilingual'.

Start Training

START TRAINING is always at the start of the bid and cannot be moved or edited. This bid line instructs PBS to begin building a training block. No trainings are awarded from the Start Training bid line.

Avoid Voluntary Training

AVOID VOLUNTARY TRAINING cannot be edited but it can be moved anywhere in your bid between Start Training and Award Training using the Up and Down buttons on the bid page. This bid line tells PBS that you do not want to be awarded training if you are not required to. However, you can be forced voluntary Training based on training requirements and your seniority. You cannot avoid Voluntary Training if your Training Requirement is MUST GO.

Award Training

AWARD TRAINING is always at the end of your bid and cannot be edited or moved. This bid means award any training pattern if earlier bids do not express any preference.

Appendix 2 – Section 3 –PBS Training Bid Interface

These embedded bid lines are in every bid and ensure that if you do not bid in a bid period where training is required then the *Avoid Voluntary Training* bid line will prevent you from being assigned (avoiding) any training that is voluntary, or not mandatory for you to attend in that bid period. Additionally, if you must go to training in the bid period the *Award Training* bid line will assign you if you have no other bid lines or the Award Training Patterns bid line(s) do not result in your being awarded any training.



The *Avoid Voluntary Training* bid line, although embedded into all bids, may be moved up or down in your bid.

What is “Voluntary Training”?

- Voluntary Training is training that you may not be required to attend in the bid period.
- ART, or any training that must be completed in the bid period, is not a Voluntary Training as you must take that training in the month you are assigned.
- New aircraft training, for example, or any training where available sessions occur over a span of more than one bid period, may be avoided until the condition exists where you must attend.
- How do I know if I should bid for voluntary training? For example:
 - Your base has 600 bidders and training will be available for a period of 6 months.
 - In this case it would be expected that 100 bidders will need to be trained each month (600 bidders ÷ 6 months of training). Since PBS awards training in seniority, it is possible that if all members avoid voluntary training then the last 100 will be required to attend.
 - However, if 25 more senior bidders bid and are awarded their training then in this example the last 75 bidders in seniority (and who are legal) **MUST GO** to the training.
 - Since all members will need to attend “voluntary” training at one point in the next 6 months, it may be advisable to submit a bid if you feel that you may be assigned.
- Should you prefer not to attend training for the next bid period you may:
 1. Not bid. The embedded Avoid Voluntary Training bid line will avoid training as long as you are not required to go. A word of caution: if you are required to attend training then PBS will assign a session from the Award Training bid line.

OR

2. Move the Avoid Voluntary Training bid line to the top of your bid and bid for, using Award Training bid lines, for the training(s) that you would prefer should you be forced to attend training that month and/or avoid training(s)/date(s) that you prefer not to attend training.



Buttons and actions act the same for either the Training, or Pairings type of bid. For this section of the bidder’s guide not all functions will be described.

Appendix 2 – Section 4 – Creating and Editing Training Bids

Creating Bids

Similar to a pairing, training “events” are referred to as Training Patterns. Training Patterns have a start date, start and end times. Adding Training Bid Preferences is the same as adding bid preferences into Start Pairing and/or Start Reserve bid groups and each bid line is read, in its entirety, and processed by PBS before it moves to the next bid line. The order that your bid groups, and the bid lines they contain, are entered is important as PBS reads them from top to bottom carrying out their instructions.

In this section of the guide only the main differences specific to the Training bid will be reviewed.

Positive and Negative Bid lines

Training bids also use positive and negative bid lines to identify the type of training pattern that you prefer. The variety of bid lines available in the Training Bid is limited and similar to a Reserve Bid.

Negative bid lines indicate the patterns that you do not want, while positive bids indicate the patterns that you do want.

With positive bid lines, all the options within the bid line must exist within a training pattern for the training pattern to be awarded by that bid line. With negative bids only one option within the bid line need match an element within the training pattern for the training pattern to not be considered.

Negative Bids

- Prefer Off Days that I want off
- Avoid Training Patterns Training patterns or type of training patterns that I do not want

Positive Bids

- Award Training Patterns Training patterns or type of training patterns that I want

Appendix 2 – Section 4 – Creating and Editing Training Bids

Prefer Off Bid Line Options

Prefer Off Award Training Patterns Avoid Training Patterns

Prefer Off

List of Dates Add

Range of Dates Add

List of Dates:

Specify date(s) that you prefer to have off in the order of priority (order that they are selected)

Prefer Off Award Training Patterns Avoid Training Patterns

Prefer Off

List of Dates Add

January 2014 February 2014 March 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8

A time range may also be indicated for the date(s) selected.

Apply Time Range to Each Date

Between 0:00 and 23:59

Range of Dates

Specify a range of date that you prefer to have off in the order of priority (order that they are selected)

Prefer Off Award Training Patterns Avoid Training Patterns

Prefer Off

List of Dates

Range of Dates Add

January 2014 February 2014 March 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8

A time range may also be indicated for each date in the range.

Apply Time Range to Each Day

Between 0:00 and 23:59



With a Training Bid the selected range will always be in chronological order. There is no ability to “reverse” the priority of the range.

Appendix 2 – Section 4 – Creating and Editing Training Bids

Award and Avoid Bid Line Options

The following are the options available to you for creating *Award Training Patterns* and/or *Avoid Training Patterns* bid lines.

Award Training Patterns bid lines are the only bid lines where a training pattern may be awarded to you. *Award Training Patterns* bid lines may be specific or general and are made up of the options available to you as shown on the previous page.

Avoid Training Patterns bid lines do not add any training patterns; rather they indicate unwanted training patterns.

Award Training Pattern Options	Avoid Training Pattern Options
<input type="checkbox"/> Prefer Off <input checked="" type="checkbox"/> Award Training Patterns <input type="checkbox"/> Avoid Training Patterns	<input type="checkbox"/> Prefer Off <input checked="" type="checkbox"/> Award Training Patterns <input type="checkbox"/> Avoid Training Patterns
Award Training Patterns	Avoid Training Patterns
<input type="checkbox"/> Type	<input type="checkbox"/> Type
<input type="checkbox"/> Identifier	<input type="checkbox"/> Identifier
<input type="checkbox"/> Pattern Start	<input type="checkbox"/> Pattern Start

The list of options for both *Award Training Patterns* and *Avoid Training Patterns* are very similar. In this section of the guide examples of Award Training Patterns and/or Avoid Training Patterns bid lines may be used.

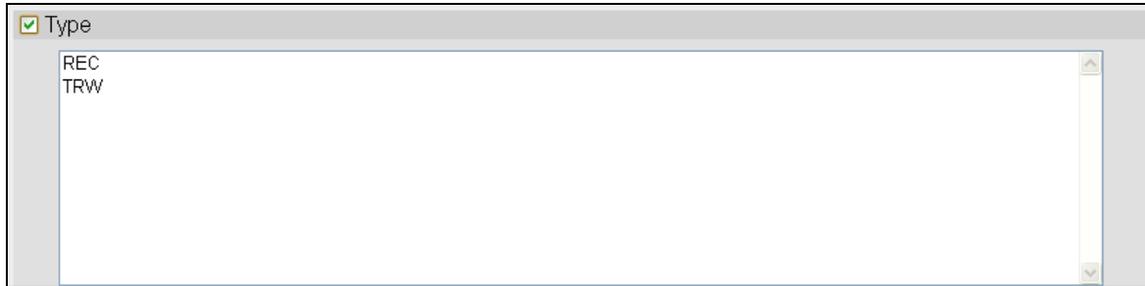


Please note that the examples included with each type of bid option are generic and used only to highlight the specific option(s).

Appendix 2 – Section 4 – Creating and Editing Training Bids

Type:

- Bid for or avoid a specific type of training patterns
- You may only select one type of training pattern from the list
- The selected type is highlighted in blue
- Training type is often combined with other options.



Award Training Patterns bid example:

Award Training If Type REC

- Awards any REC training pattern.



If the example of bid line above is used then PBS may award any of the identified training types on any day (unless there are any Prefer Off or Avoid Pairing Pattern bid lines higher in your bid). For this reason it is suggested that additional criteria be added to a Type bid line.

Avoid Training Patterns bid example:

Avoid Training If Type TRW

- Awards any TRW training patterns.



Training Type codes (i.e.: REC, TRW, etc.) often change. Refer to the training bulletins form more information on the codes and type of training.

Appendix 2 – Section 4 – Creating and Editing Training Bids

Identifier:

- Bid for or avoid a specific training identifier (similar to a pairing)
- You may only select one or several training identifiers from the list of All Identifiers [1]
- The selected identifier(s) is (are) highlighted in blue
- Only selected identifiers that are moved to the All Selected Identifiers box [2] will be added to the bid line when the Add button is selected

The screenshot shows a software interface for selecting training identifiers. It is divided into two main sections: 'All Identifiers' (labeled with a '1' in a black box) and 'All Selected Identifiers' (labeled with a '2' in a black box). The 'All Identifiers' section contains a scrollable list of identifiers: IFS075-0069, IFS075-0070, IFS075-0071, IFS075-0072, IFS075-0073, IFS075-0074, IFS075-0075, IFS075-0076, IFS075-0077, and IFS075-0078. The 'All Selected Identifiers' section is currently empty. Between these two sections are two buttons: '>>' and '<<'. Below the 'All Selected Identifiers' section, it says 'Selected Identifiers: 0'. There is a checkbox labeled 'Identifier' which is checked.

Once the identifier(s) is (are) selected, use the “>>” button to the All Selected Identifiers box. Use the “<<” button to remove any selected identifiers from the All Selected Identifiers box.



The “>>” and “<<” buttons are only available when the appropriate training identifier(s) is (are) selected.



Training identifiers act in a similar fashion to a pairing in that information such as the type of training as well as the date that the training starts is included as part of the identifier therefore no other parameters need be added to this type of bid line.

Pattern Start:

- Bid for or avoid training that starts on a date (or dates), range of dates, day of week time range and/or date time range

The screenshot shows a software interface for selecting a pattern start. It has a checkbox labeled 'Pattern Start' which is checked. Below the checkbox are four radio button options: 'List of Dates', 'Range of Dates', 'Day of Week Time Range', and 'Date Time Range'. None of the radio buttons are selected.

Appendix 2 – Section 4 – Creating and Editing Training Bids

List of Dates:

- Bid for or avoid training that starts on a date (or dates)
- You may only select one or several dates from the calendar
- The selected date(s) is (are) highlighted in blue
- A Time Range for each date may be indicated by selecting the Apply Time Range to Each Date option [2] at the bottom of the calendar.

Pattern Start

List of Dates

January 2014							February 2014							March 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4						1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29		
													30	31						

April 2014							May 2014							June 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	1	2	3	1	2	3	4	5	6	7						

Apply Time Range to Each Date

 Between and

Range of Dates:

- Bid for or avoid training that starts within a range of dates
- The selected range is highlighted in blue
- A Time Range for each date may be indicated by selecting the Apply Time Range to Each Day option at the bottom of the calendar

Pattern Start

List of Dates

Range of Dates

January 2014							February 2014							March 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4						1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29		
													30	31						

April 2014							May 2014							June 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	1	2	3	1	2	3	4	5	6	7						

Apply Time Range to Each Day

 Between and

Appendix 2 – Section 4 – Creating and Editing Training Bids

Day of Week Time Range:

- Bid for or avoid training that starts on a specific day of the week within a specific time range

Pattern Start

List of Dates

Range of Dates

Day of Week Time Range

Between on and on

Date Time Range:

- Bid for or avoid training that starts between specific dates AND within a specific time range

Pattern Start

List of Dates

Range of Dates

Day of Week Time Range

Date Time Range

Between on and on



The Training Bid is similar to the Default Bid in that you may specify dates for a 12 month period (including the bid period in which you are bidding).

January 2014	February 2014	March 2014
S M T W T F S 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 29 30 31	S M T W T F S 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	S M T W T F S 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 29 30 31
April 2014	May 2014	June 2014
S M T W T F S 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 29 30	S M T W T F S 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 29 30 31	S M T W T F S 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 29 30
July 2014	August 2014	September 2014
S M T W T F S 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 29 30 31	S M T W T F S 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 29 30 31	S M T W T F S 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 29 30
October 2014	November 2014	December 2014
S M T W T F S 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 29 30 31	S M T W T F S 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 29 30	S M T W T F S 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 29 30 31



Since the Training Bid is similar to the Default Bid caution must be taken when creating a generic type bid (i.e. Award Training If Pattern Start Monday) as this bid will remain active for future training periods. As such, training sessions such as service, new aircraft, etc. that fall outside of the expected Annual Requalification Training may be awarded from a training bid that may have been meant for something else but that is still “active”.

Appendix 2 – Section 4 – Creating and Editing Training Bids

Avoid Voluntary Training

The embedded Avoid Voluntary Training bid line [1] acts as a demarcation line between the bid lines that PBS will consider for any bid period and the bid lines that PBS will consider ONLY if you must attend training in the bid period.

This is useful should you not be sure if you will be required to attend training or not in the bid period.

Period	Type	Conf #	Last Submitted
Jan14	TrainingBid		
	Start Training		
	Avoid Voluntary Training	1	
	Award Training		

For example: training for a specific service is being offered over several months. Since there is a set number of training sessions per month and that number, at the start of the training, is smaller than the number of crewmembers requiring training not all can attend the training. All training “seats” must be filled so PBS will force any open seats from the bottom of seniority up to those legal to attend training. This is called “Junior Assign”.

Junior Assign only applies to crewmembers with MAY GO requirements. MUST GO training patterns are awarded first and have top priority.

Junior Assign is used fill as many seats as possible for a training pattern if not enough crewmembers voluntarily bid for training. A training pattern designated as Junior Assign tells PBS that it must fill all of the seats available in the training pattern. This means that, depending on your seniority and fellow crewmember’s bids, you may be awarded training even if you would prefer to avoid voluntary training.

These seats are filled in seniority order, meaning that a senior crewmember can avoid voluntary training if their seniority allows.

For example: if you are amongst the bottom 50 crew members who have not yet attended training and are legal to attend training and there are 60 seats remaining to be filled then you will be awarded a training pattern. However, you could avoid voluntary training if 10 or more senior crewmembers have requested training and their bid preferences can be honored. These numbers are difficult to predict as they depend on the bidding strategies of every one in seniority order.

Appendix 2 – Section 4 – Creating and Editing Training Bids

If you cannot avoid voluntary training your bid preferences are still considered even if they are below the Avoid Voluntary Training bid line; however bid preferences may be denied to fill the seats.

For example:

1. Start Training
2. Prefer Off Jan 12, 2014
Avoid Voluntary Training
3. Prefer Off Jan 20, 2014
4. Award Training If Identifier IFS075-0194
Award Training

If you cannot avoid voluntary training at your seniority level you will be awarded a training pattern but PBS will still attempt to honor your request for January 12 and 20 off prior to attempting to award you training identifier IFS075-0194.



Any Prefer Off and/or Avoid bid lines above the Avoid Voluntary Training bid line will still be considered should your bid be required to be read below the Avoid Voluntary Training bid line.

Training Pattern Search Function

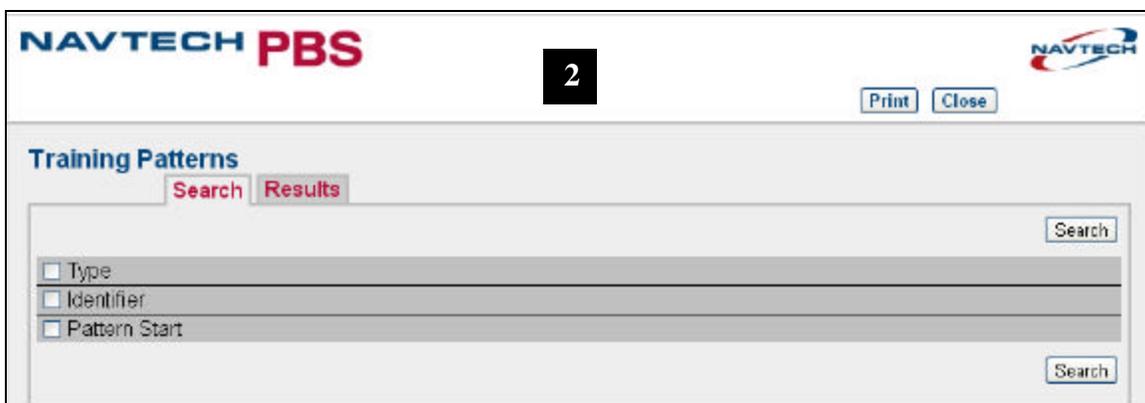
Search for Training Patterns:

To search for training patterns:

- Click the Training Patterns button [1].



- The Training Patterns page [2] appears in a new window.



Appendix 2 – Section 4 – Creating and Editing Training Bids

- Select your search criteria.
- Click on the checkbox beside the criteria to select it [1]
- Add any additional options, such as dates, times or locations [2].
- Repeat these steps for each additional type of criteria you want to add to this search

In this example we are simply looking for Service Training (TRW) patterns

- Click the Search button [2] to find all of the training patterns that match your criteria.

The matching training patterns are displayed on the Results tab [4].

Identifier	Type	Start Time	End Time	Total Credit	Seats	Locations	Categories	Dates
<input type="checkbox"/> IFS075-0069	TRW	08:30:00	16:30:00	000:00	18	YUL	YUL-ALL-FA, YUL-ALL-P	3
<input type="checkbox"/> IFS075-0070	TRW	08:30:00	16:30:00	000:00	18	YUL	YUL-ALL-FA, YUL-ALL-P	6
<input type="checkbox"/> IFS075-0071	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	7
<input type="checkbox"/> IFS075-0072	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	10
<input type="checkbox"/> IFS075-0073	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	14
<input type="checkbox"/> IFS075-0074	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	17
<input type="checkbox"/> IFS075-0075	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	20
<input type="checkbox"/> IFS075-0076	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	21
<input type="checkbox"/> IFS075-0077	TRW	08:30:00	16:30:00	000:00	16	YUL	YUL-ALL-FA, YUL-ALL-P	24
<input type="checkbox"/> IFS075-0078	TRW	08:30:00	16:30:00	000:00	12	YUL	YUL-ALL-FA, YUL-ALL-P	25
<input type="checkbox"/> IFS075-0079	TRW	08:30:00	16:30:00	000:00	16	YUL	YUL-ALL-FA, YUL-ALL-P	26
<input type="checkbox"/> IFS075-0080	TRW	08:30:00	16:30:00	000:00	12	YUL	YUL-ALL-FA, YUL-ALL-P	27

Appendix 2 – Section 4 – Creating and Editing Training Bids

View Training Pattern Details:

PBS displays the results of a search on the Results tab where you can see summary information about each training pattern, but you can also view the complete details for one or more training patterns.

To view training pattern details

- In the Results tab, use the check box [1] to select one or more Training Pattern.

Training Patterns

Search Results

View Details 2

<input type="checkbox"/>	Identifier	Type	Start Time	End Time	Total Credit	Seats	Locations	Categories	Dates
<input type="checkbox"/>	IFS075-0069	TRW	08:30:00	16:30:00	000:00	18	YUL	YUL-ALL-FA, YUL-ALL-P	3
<input type="checkbox"/>	IFS075-0070	TRW	08:30:00	16:30:00	000:00	18	YUL	YUL-ALL-FA, YUL-ALL-P	6
<input checked="" type="checkbox"/>	IFS075-0071	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	7
<input type="checkbox"/>	IFS075-0072	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	10
<input type="checkbox"/>	IFS075-0073	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	14
<input type="checkbox"/>	IFS075-0074	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	17
<input type="checkbox"/>	IFS075-0075	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	20
<input type="checkbox"/>	IFS075-0076	TRW	08:30:00	16:30:00	000:00	17	YUL	YUL-ALL-FA, YUL-ALL-P	21
<input type="checkbox"/>	IFS075-0077	TRW	08:30:00	16:30:00	000:00	16	YUL	YUL-ALL-FA, YUL-ALL-P	24
<input type="checkbox"/>	IFS075-0078	TRW	08:30:00	16:30:00	000:00	12	YUL	YUL-ALL-FA, YUL-ALL-P	25
<input type="checkbox"/>	IFS075-0079	TRW	08:30:00	16:30:00	000:00	16	YUL	YUL-ALL-FA, YUL-ALL-P	26
<input type="checkbox"/>	IFS075-0080	TRW	08:30:00	16:30:00	000:00	12	YUL	YUL-ALL-FA, YUL-ALL-P	27

View Details 2

- Click the View Details button [2].

NAVTECH PBS

3 4 Print Close

IFS075-0071
 Categories: YUL-ALL-P, YUL-ALL-FA
 Satisfies: TRW
 Seats: 17 Junior Assign: Yes 5

Feb14
S E T W T F S
-----07-----

Absence Identifier Start End Credit Parameters
 * TRW IFS075-007 Day 1 08:30 Day 1 16:30 000:00

- When you have viewed the training pattern details, use the Print button [3] to print details. Click on Close [4] to return to the Results tab.



If the word “Yes” is indicated next to Junior Assign [3] then this training will be assigned to junior crew members in order to fill seats for that bid period.

Appendix 2 – Section 4 – Creating and Editing Training Bids

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Appendix 2 – Section 5 – Results

Viewing the Awards:

Similar to the Pairing Award, the monthly Training Award will be published on the **Crew Scheduling & Planning** page on the Portal, available via the globe Information System under *Tools & References > Crew Scheduling & Planning > PBS Bidding, Awards, Contesting, and Monthly Reports > PBS Training Award*. Your training Award will be displayed on your PBS Calendar PRIOR to the flying bid period. This gives you the opportunity to know when you are training in advance of submitting your flying bid.

Reading the Reasons Report

Similar to the Reasons Report that is produced for a Pairing type award, you will also be provided with a Training Award Reasons Report.

Training Award Reasons Report Definitions:

This section explains all of the potential reasons that might appear on your Training Reasons report.

Awarded by previous bids: X X number of training patterns matched this bid preference, and were already awarded by a previous bid

Awarded to senior bidder: training patterns matching this bid preference were already awarded to a bidder with higher seniority than you

Complete Solution Not Found: no rearrangements exist to complete the award (including all juniors) while maintaining all overall administrator constraints.

Not honored: this bid preference was denied

Pre-awarded to junior bidder: this training pattern was pre-awarded to a junior bidder

No training patterns available: no training patterns that met your Avoid pairings and Prefer Off bid preferences were available to be awarded, usually because too many training patterns were eliminated from the training patterns pool by your Avoid pairings and Prefer Off bid preferences

Partially honored: this Prefer Off bid preference was used, but there are also training patterns that contradict a portion of this preference. If you submit a range of dates that you want to be free of duty, PBS may be able to honor part of the range but not all of it, resulting in a partially honored bid preference.

Required for Junior Must Go bidders: – the training pattern is held by a junior MUST GO bidder, no rearrangements can be made to award the bid preference and satisfy the junior's MUST GO requirement

[Rule violation]: a legal consideration prevented this bid preference from being honored The rule is identified in the reason included on your report.

Would violate bid X: this bid violates a previous bid

Appendix 2 – Section 5 – Results

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Appendix 2 – Section 6 – Additional Information

Here are some examples of training bids. For the purpose of these examples we will say that the following training identifiers are available at my base:

ART (REC)	Service Training (TRW)
IFS203-7335	IFS075-0071
IFS203-7336	IFS075-0072
IFS203-7337	IFS075-0073
IFS203-7338	IFS075-0074
IFS203-7339	IFS075-0075
IFS203-7340	IFS075-0076
IFS203-7341	IFS075-0077
IFS203-7342	IFS075-0078
	IFS075-0079
	IFS075-0080

NOTE: These examples are meant to illustrate the various bid line possibilities in a training bid and are not necessarily examples of bidding strategy.

<p>I have not submitted any Award Training bid lines therefore I would not be awarded training unless I was a Must Go.</p> <p>If I must be awarded training then I will avoid Saturdays and Sundays (in that order).</p>	<div style="border: 1px solid black; padding: 10px; margin: 5px;"> <p>Start Training</p> <ol style="list-style-type: none"> 1. Prefer Off Saturday, Sunday Avoid Voluntary Training Award Training </div>
--	--

<p>I am not required to attend ART training. I want to avoid voluntary training.</p> <p>However, if I must be awarded service training then I want:</p> <ul style="list-style-type: none"> - IFS075-0071 as my 1st choice - IFS075-0073 as my 2nd choice - IFS075-0075 as my last choice <p>If none of these are available then I may be awarded training on any day other than Saturday or Sunday.</p> <p>NOTE: Training bids are also subject to denial mode.</p>	<div style="border: 1px solid black; padding: 10px; margin: 5px;"> <p>Start Training</p> <ol style="list-style-type: none"> 1. Award Training If Identifier IFS075-0071 2. Award Training If Identifier IFS075-0073 3. Award Training If Identifier IFS075-0075 4. Prefer Off Saturday, Sunday Avoid Voluntary Training Award Training </div>
---	--

NOTE: When using the training identifier number it is not necessary to include the type (REC, TRW, etc.) parameter. If the type and identifier on the same bid line do not match (i.e. a REC identifier is used with the type specified as TRW) then the bid line will be ignored.

NOTE: Training bids are also subject to denial mode.

Appendix 2 – Section 6 – Additional Information

<p>I am not required to attend ART training. I want to attend service training however, I want the following:</p> <ul style="list-style-type: none"> - IFS075-0072 as my 1st choice - IFS075-0074 as my 2nd choice - IFS075-0076 as my last choice <p>If none of these are available then I do not want to attend training.</p> <p>However, if I must attend training then may be awarded training on any day other than Saturday or Sunday.</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%;"> <p>Start Training</p> <ol style="list-style-type: none"> 1. Award Training If Identifier IFS075-0072 2. Award Training If Identifier IFS075-0074 3. Award Training If Identifier IFS075-0076 Avoid Voluntary Training 4. Prefer Off Saturday, Sunday Award Training </div>
<p>I am not required to attend ART training. I want to attend service training however, I want the following:</p> <ul style="list-style-type: none"> - IFS075-0072 as my 1st choice - IFS075-0074 as my 2nd choice - IFS075-0076 as my last choice <p>If I cannot be awarded these identifiers then I want to avoid voluntary training.</p> <p>However, if I must be awarded service training then I want:</p> <ul style="list-style-type: none"> - IFS075-0071 as my 1st choice - IFS075-0072 as my 2nd choice - IFS075-0073 as my last choice 	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%;"> <p>Start Training</p> <ol style="list-style-type: none"> 1. Award Training If Identifier IFS075-0072 2. Award Training If Identifier IFS075-0074 3. Award Training If Identifier IFS075-0076 Avoid Voluntary Training 4. Award Training If Identifier IFS075-0071 5. Award Training If Identifier IFS075-0073 6. Award Training If Identifier IFS075-0075 Award Training </div>
<p>I must bid for ART in the next bid period. I want to avoid service training if at all possible:</p> <p>I want the following:</p> <ul style="list-style-type: none"> - IFS203-7335 as my 1st choice - IFS203-7337 as my 2nd choice - IFS203-7339 as my last choice <p>If I cannot be awarded these identifiers then assign me any ART session.</p> <p>I now want to avoid voluntary training.</p> <p>However, if I must be awarded service training then I want:</p> <ul style="list-style-type: none"> - IFS075-0071 as my 1st choice - IFS075-0072 as my 2nd choice - IFS075-0073 as my last choice 	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%;"> <p>Start Training</p> <ol style="list-style-type: none"> 1. Award Training If Identifier IFS203-7335 2. Award Training If Identifier IFS203-7337 3. Award Training If Identifier IFS203-7339 4. Award Training If Type REC Avoid Voluntary Training 5. Award Training If Identifier IFS075-0071 6. Award Training If Identifier IFS075-0073 7. Award Training If Identifier IFS075-0075 Award Training </div>

Appendix 2 – Section 6 – Additional Information

<p>I must bid for ART in the next bid period. I want to avoid service training if at all possible:</p> <p>I want the following: - Any ART session that starts on a Monday.</p> <p>I now want to avoid voluntary training.</p> <p>However, if I must be awarded service training then I want: - IFS075-0071 as my 1st choice - IFS075-0072 as my 2nd choice - IFS075-0073 as my last choice</p> <p>If I was not awarded ART (ie no ART sessions were available that began on a Monday) then I will be assigned any ART training at the <i>Award Training</i> bid line.</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Start Training</p> <ol style="list-style-type: none"> 1. Award Training If Type REC If Pattern Start Monday Avoid Voluntary Training 2. Award Training If Identifier IFS075-0071 3. Award Training If Identifier IFS075-0073 4. Award Training If Identifier IFS075-0075 Award Training </div>
<p>I am required to attend ART training and I want to attend service training however I do not have access to the identifiers. I will take any training as long as service training is on Feb 11, 24 or 25 and ART is on Feb 4, 17 or 18.</p> <p>If none of these are available then I do not want to attend voluntary training.</p> <p>However, if I must attend training then may be awarded training on any day other than Saturday or Sunday.</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Start Training</p> <ol style="list-style-type: none"> 1. Award Training If Type TRW If Pattern Start Feb 11, 2014, Feb 24, 2014, Feb 25, 2014 2. Award Training If Type REC If Pattern Start Feb 4, 2014, Feb 17, 2014, Feb 18, 2014 3. Prefer Off Saturday, Sunday Avoid Voluntary Training Award Training </div>
<p>I am not required to attend ART training. I want to attend service training however I do not have access to the identifiers. I will take any training as long as it is on Feb 11, 24 or 25.</p> <p>If none of these are available then I do not want to attend training.</p> <p>However, if I must attend training then may be awarded training on any day other than Saturday or Sunday.</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Start Training</p> <ol style="list-style-type: none"> 1. Award Training If Pattern Start Feb 11, 2014, Feb 24, 2014, Feb 25, 2014 2. Prefer Off Saturday, Sunday Avoid Voluntary Training Award Training </div>

Appendix 2 – Section 6 – Additional Information

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Appendix 3 – Glossary

- < before a time of day, or less than a specific value.
- = at or equal to a specific value.
- > after a time of day, or greater than a specific value.

A

- Absences:** scheduled events preventing a bidder from being available for flying duties at a particular time; absences include vacation, maternity leave, training, union duties, etc.
- Avoid Pairings Bid Preference:** a bid preference that describes unwanted pairings or pairing criteria and excludes pairings from consideration *see also Award Pairing, Instruction, Set Condition, Prefer Off bid preferences.*
- Award Pairings Bid Preference:** a bid preference that describes preferred pairings or pairing criteria and includes pairings for consideration *see also Award Pairing, Instruction, Set Condition, Prefer Off bid preferences.*
- Award Pairings Bid Preference (system generated):** a bid preference added automatically to the end of every bid; if a legal block cannot be created after the system-generated Award pairings bid preference has been processed.

B

- Base:** the location a crew member is assigned to.
- Bid:** a list of bid preferences that you submit, describing desired work patterns, types of duties, and days or times of day off.
- Bid Group:** a list of bid preferences that are grouped and processed together; bid groups are independent of each other and a bid preference only belongs to the bid group it is in (IE Start Pairings, Start Reserve).
- Bid Period:** the calendar month or duration of days that the block is being built for i.e. January 31st to March 1st; bid periods may be called bid months The bid period may or may not coincide with a particular calendar month.
- Bid Line (Bid Preference):** a single, numbered line of a bid representing a single request *see also Award Pairing, Instruction, Set Condition, Prefer Off bid preferences.*
- Block:** the pairings and other activities that you are assigned to work in the bid period; blocks may be called lines, rosters, or schedules.
- Block Credit:** the value of all the duties on your schedule for a given bid period; may be called total credit or credit value.
- Block Time:** the time beginning when an aircraft first moves for the purpose of flight or repositioning and ending when the aircraft comes to a stop at the next destination or at the point of departure.
- Block Window:** *see Credit Window.*

C

- Calendar Day:** a 24-hour period, generally from midnight to midnight, 00:00 – 23:59 (a pairing with a 2330 block-in and 30-minute release does not infringe on the following day).
- Category:** the combination of a crew member's position and base (IE P, FA).
- Charter:** flights that take place outside normal schedules (IE AC7000 flight numbers).

Appendix 3 – Glossary

- Check In Time:** the time that a duty period starts and the crew member must report for duty (at their home base: Pairing Check In, away from home base Enroute Check In).
- Check Out Time:** the time that a pairing ends and the crew member is no longer on duty at their home base (at their home base: Pairing Check In, away from home base Enroute Check In).
- Comma (,):** used as a separator between multiple list items in a bid preference, such as dates, stations, pairing numbers, etc. Commas in Award pairings, Avoid pairings and Prefer Off bid preferences are interpreted as “and/or”. If your bid preference is Award pairings If Landings In LAS, DCA, the PBS Bidder may award pairings that land in LAS, and pairings that land in DCA, and pairings that land in both LAS and DCA. Both destinations have the same importance, so the PBS Bidder may trade a LAS for a DCA during the awarding process.
- Completion Attempt:** a pass through a crew member’s bid, awarding pairings according to their preferences to give them a complete block. Each time the bid is changed, usually when a bid preference is removed by Denial mode, each time Denial mode affects a bid, a new completion attempt begins. The last completion attempts always consist of: all the Award bid preferences plus Award pairings, a single Award pairings bid preference, also called Secondary Line Generation (SLG); SLG ignores all preferences and performs an exhaustive search to find the crew member a complete block a final attempt to award a reserve block.
- Coverage Award:** the process of ensuring that the flight duties are adequately covered by assigning pairings to crew members, potentially creating a situation in which bids are denied. Because pairings vary in length, and interact with non-overlapping pairings due to legality rules, solving a stack for one critical period may result in a stack being created during another critical period. As a result, it may appear that seniority has been violated by, for example, a junior crew member holding a day off specifically requested by a more senior crew member when, in fact, there was no way to combine the flight duties so that the work was covered and rules regarding rest and max duty were respected.
- Credit:** a value associated with an activity, usually measured in hours and minutes.
- Credit Window:** the range of credit hours that PBS uses to build blocks that satisfy work coverage settings, collective agreements, and credit value targets.
- Critical Period:** a specific time period determined by how pairings and rules interact. For example, a critical period may occur from 23:30 December 24th to 01:30 December 26th.
- Current Bid:** the bid you submit for the current bid period; PBS uses the information in this bid to build the crew member's block for the bid period. The Current Bid information (bid lines) is deleted after the bid is over.

D

- Day:** a calendar day beginning at 00:00 and ending at 23:59.
- Default Bid:** a generic bid used to construct your block for the current bid period if you have not submitted a “current” bid. Default Bid information (bid lines) are saved after the bid period is over. Default Bids may be called standing bids or standby bids.
- Denial Mode:** is a process used by PBS if it cannot award a crew member a block that reaches the minimum credit window or target credit window while honoring all of the crew member’s bid preferences. PBS enters Denial mode in an attempt to find a complete schedule. In Denial mode, PBS deletes the crew member’s Prefer Off, Avoid pairings and Set Condition bid preferences one at a time, starting with the lowest deniable bid preference. After each deniable bid preference is deleted, PBS clears the block, goes back to the top of the crew member’s bid, and starts processing each bid preference again. PBS continues to delete deniable bid preferences and reprocess the bid until the block is at the minimum credit window.
- Duty Period:** the elapsed time from check in to check out without a legal rest. Duty period may also be called duty duration.

Appendix 3 – Glossary

I

Instruction Bid Preference: a bid preference that provides special instructions to manage the way PBS processes your bid; instruction bid preferences (Forget and Redo From) are most often used to manually remove restrictions (negative bid lines) if PBS could not award you a complete block honoring all of your bid preferences *see also Award Pairing, Instruction, Set Condition, Prefer Off bid preferences.*

L

Landing: a point at which the plane you are flying on touches down at a station.

Layover: a legal rest activity in a pairing, with time spent at a hotel at a station away from base.

Leg: a flight that takes off from a station and lands at another station.

Legal Crew Rest: a rest period (measured from release to report) that is sufficient to break a crew member's duty period.

Line: *see Block.*

M

Maximum Window: the maximum range of credit hours that you may be awarded for a bid period during block of time construction.

Minimum Window: the minimum range of credit hours that you must be awarded for a bid period during block of time construction.

O

Option: a modifier added to a command to make a bid preference more precise. *See also Bid Preference.*

Overlap: pairings that start in one bid period and end in the following bid period that may affect maximum duty or flight times for specific dates/times; overlap may be called carry-in, carry-out, spillover, and transition.

P

Pairing: a series of flights over one or more days that originates and terminates in a crew base, and contains legal rest and flight duties; pairings may be called trips or rotations.

Pairing Length: number of calendar days that a pairing operates on.

Pairing Pool: all of the available pairings from which blocks can be constructed.

Pairing Substitution: the process of replacing pairings awarded by a previous preference with equivalent pairings that also allow subsequent bid preferences to be met. For example, if your first bid preference is for layovers in YWG, and your second bid preference is for Pairing T5001, PBS might have initially added a pairing with a YWG layover to your schedule that conflicts with Pairing T5001. Using pairing substitution, PBS would look for a different pairing with a YWG layover that would also allow you to have Pairing T5001 in your block *see also Shuffle, Swapping.*

PBS Bidder: a bid entry system developed by Navtech that allows you to create and submit your bids, as well as view essential information that supports the bidding process.

Position: the actual position that you operate on a pairing (P, FA, GP)

Positive Bid Preference: a bid preference that identifies qualities you want in your block; positive preferences are the only preferences that actually place pairings in a block

Pre assigned Absences: *see Absences.*

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Prefer Off Bid Preferences: a bid preference that identifies preferences for dates or days off; if PBS needs to enter Denial mode to award you a complete block, Prefer Off date ranges are individually denied from the least important to the most important date (i.e. right to left) For example, if you entered the date range 15 to 11, PBS begins by denying the 11th, and then the 12th, and then the 13th, and so on until a legal block is constructed *see also Award, Avoid, Instruction bid preferences.*

Preferential Bidding: a system that builds individualized crew block based on bids that crew members submit identifying their likes and dislikes for flying, specific pairings, characteristics, and days off.

Previous Bids: the bids that PBS used to construct your block for previous bid periods; you can view both your previous current bids, if you submitted them, as well as your previous default bids.

Previous Current Bid: the bid you submitted for a previous bid period.

Previous Default Bid: the generic bid used to construct your block for the previous month if you did not submit a current bid.

R

Reasons Report: explains the results of each bid preference in your bid, and also provides a reason explaining why it was or was not honored.

Reserve Block: a block awarded to a crew member who was not awarded a full block, where they may be assigned pairings that are unstaffed for a variety of reasons.

Rules: contractual guidelines and letters of agreement used by PBS to ensure the correct crew rest, days off, etc. are assigned in each block.

S

Schedule: the pairings and other activities that you are assigned to work in the bid period; schedules may be called blocks, lines, lines of time, or rosters.

Secondary Line Generation (SLG): in Denial mode, a final completion attempt that uses only the Award pairings bid preference; SLG ignores all preferences and performs an exhaustive search to find the crew member a complete block.

Set Condition Bid Preferences: a bid preference that requests a schedule containing either minimum or maximum credit value *see also Award, Avoid, Instruction, Prefer Off bid preferences.*

Shuffle: the process of searching for different combinations of pairings that match the same or lower bid preferences in an effort to complete blocks by removing pairings awarded by a bid preference that may be preventing the completion of the block *see also Swap, Pairing Substitution.*

Sit Length: time spent waiting for next leg to start (not a legal crew rest period).

SLG: *see Secondary Line Generation.*

Stack: the number of pairings operating on the same date or dates that remain unassigned due to crew members' bids; stacks may result from spikes in the flight schedule during a given period or an abnormally high number of requests for the same day off, such as Thanksgiving or Christmas Day.

Swap: the process of finding combinations of pairings that can be moved (between various blocks and unassigned pairings) to meet individual bidders' preferences; since many pairings can fulfill a single bid preference, PBS uses shuffling to identify pairings on blocks that can be exchanged with pairings on other blocks or unassigned pairings to fulfill the preferences of all bidders *see also Shuffle, Pairings Substitution.*

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Swap Chain: a list of pairings to be exchanged, along with information about their current and new positions on blocks or in the open pairings pool; swap chains can be created for pairings being shifted among blocks, or being substituted on a single block.

System-Generated Bid Preferences: bid preferences automatically added to end of Pairings bid groups; this preference cannot be moved or edited *see Award Pairings Bid Preference*.

V

Vacation Credit: the amount of time awarded to your bid period that PBS must consider when constructing your schedule. For example, seven days of vacation result in 22 hours and 45 minutes of credit time awarded to a crew member's schedule. If the line construction window is 68.5 hours to 82.5 hours, PBS can build an additional 45 hours and 45 minutes up to 59 hours and 45 minutes worth of flying. After the schedule is published, you can pick up flying to your monthly flying limit.

W

Window (Credit): the range of credit hours that each schedule's total credit value must be within to satisfy work coverage settings, collective agreements, and individual credit targets.

Work Period: a group of "on duty" days that are not broken by any days off; i.e. a six-day work period could consist of six one-day pairings, or two three-day pairings, or any other legal combination.

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