

TOPIC	PAGE #
Support Information	3
Crew Portal	5
Trip Trade Service (TTS)	17
Electronic Trade Board (ETB)	43
Reserve Open Time Assignment (ROTA)	61

ACCESSING ALL SYSTEMS

All applications are web-based applications which require internet access and a supported device. These systems are accessible through all domicile crew room computers; Google Chrome is the recommended browser.

Components	PC	MAC
OS (Operating System)	Windows 7 & above	OS X 10.8 Mountain Lion & above
Browser	Google Chrome Internet Explorer 11 & above	Google Chrome

*Note: When using Internet Explorer 11 you must **turn off** compatibility view. It is highly recommended to clear your internet browser cache (browsing data) prior to each bid period. Instructions can be found in Comply365 on your FA Tablet.*

SUPPORT

For Scheduling Systems support, you may contact the **Flight Attendant Bidding Resource Center (FABRC)**:

1-888-376-5375

Open 7 days a week
(0800-2000)

The IT Help Desk:

1-866-523-5333
or
480-693-6029

FOI Training Specialists are also available and are located at each base operations area near the FOI Navigation Center.

DISCLAIMER

Please note that any screenshots that are contained within these documents are representational; some of the data may change as necessary for any future enhancements to any of the scheduling systems.

ACCESS

Accessing the Crew Portal is simple

Step 1: Login to the Internet

Step 2: Login to Jetnet or the Flight Service website

You will find the links to Crew Portal in both places

Step 3: Go to **https://faportal.aa.com**

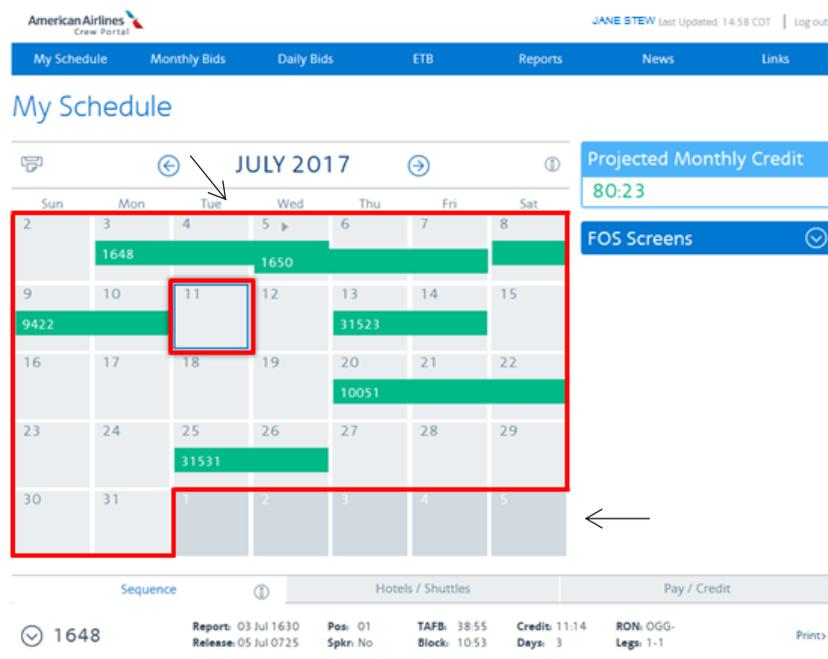
Bookmark the website to save it on your device

Step 4: Navigating to **https://faportal.aa.com** or clicking the saved link in your favorites will pull up the Crew Portal home screen, and you're there

MY SCHEDULE PAGE

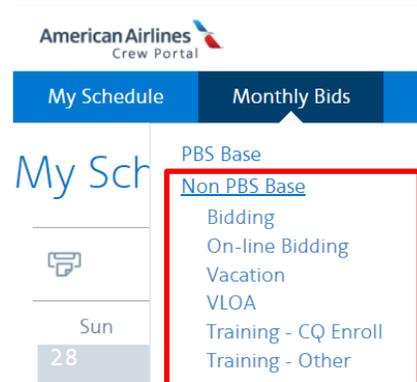
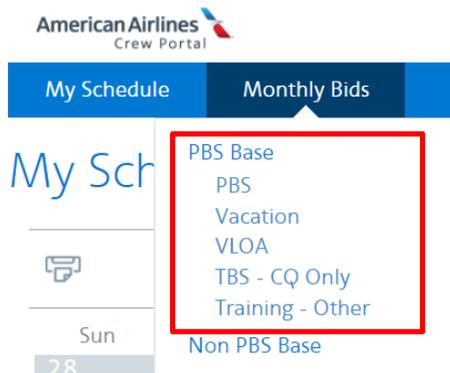
The main screen in Crew Portal is the My Schedule page. Here you will view your monthly schedule and sequence details.

- On the My Schedule page the calendar displays the contractual month in **light grey**
- **Dark grey** days are the previous and next contractual month's days



The screenshot displays the 'My Schedule' page for American Airlines. At the top, there's a navigation bar with 'My Schedule', 'Monthly Bids', 'Daily Bids', 'ETB', 'Reports', 'News', and 'Links'. The main heading is 'My Schedule'. Below it, a calendar for 'JULY 2017' is shown. The calendar grid has days from Sunday to Saturday. Flight sequences are represented by horizontal bars: '1648' on Mon 3, '1650' on Wed 5, '9422' on Sun 2, '31523' on Thu 13, '10051' on Fri 14, and '31531' on Tue 11. The day 'Tue 11' is highlighted with a blue border and a red box. To the right of the calendar, there are two blue boxes: 'Projected Monthly Credit: 80:23' and 'FOS Screens'. At the bottom, there's a 'Sequence' section with details for '1648': Report: 03 Jul 1630, Release: 05 Jul 0725, Pos: 01, Spkn No, TAFB: 38.55, Block: 10.53, Credit: 11.14, Days: 3, RON: OGG, Legs: 1-1. There are also navigation arrows above the calendar and a 'Print' link at the bottom right.

- The **blue** outlined day is the current day
- You can navigate from month to month by clicking on either arrow on the top of the calendar. By using the arrows next to the month you can go back and forth between previous, current and next contractual month



The options available under PBS are:

- **PBS:** this will take you to the PBS portal. During the bid period, you will have full PBS capabilities. At all times you will have access to update your standing bid
- **Vacation:** used when bidding for monthly and annual vacation
- **VLOA** (Voluntary Leave of Absence): used to submit a VLOA ballot for the upcoming month
- **TBS-CQ Only:** this link will allow you to bid for your CQ Training

Training-Other: this is where you would bid for A/C (Aircraft) or Service Qualification Training

The options available under Non PBS are:

- **Bidding:** this link will take you to line bidding during the bid period
- **On-line Bidding:** in the Flight Service website click on the Bidding tab and then Online Bidding
- **Vacation:** this link will only be active when bidding for Vacation
- **VLOA** (Voluntary Leave of Absence): used to submit a VLOA ballot for the upcoming month
- **Training-CQ Enroll:** this link will allow you to bid for your CQ training
- **Training-Other:** this is where you would proffer for A/C (Aircraft) or Service Qualification Training

Note: Non-PBS Bases use SABRE and the Online Bidding Tool for bidding

LRD TOOL

Note: The LRD tool will be available in September for PBS Bases only. It will be used for Reserve Rotation in October 2018.

LRD (L/H-RSV Designator) is a monthly tool used to select your status preference (as Lineholder or Reserve) prior to bidding in PBS.

Speaker reserve requirements are set separately within the LRD from the non-speaker reserve requirements.

January L/H-RSV Preference

Targeted Reserve Count: 1459

Status: Tentative

Status Seniority: 3063 out of 3456 (88.6%)

Pref L/H Pref RSV

LRD Preference

The LH/RSV preference window opens **0JAN at 1200 (DFW time)** and closes **07JAN at 1200 (DFW time)**

Targeted Reserve Count: Estimated number of RSV flight attendants needed

Status:

- Lineholder – a flight attendant awarded a monthly schedule during the bidding process
- Tentative – a flight attendant designated as a LH or RSV based on VLOA awards and how many lineholders bid down to RSV successfully
- Reserve – a flight attendant awarded designated days off and is available to cover operational needs on RSV days

Status Seniority: Base specific seniority within the designated status

January L/H-RSV Preference

Targeted Reserve Count: 1459

Status: Lineholder

Status Seniority: 2798 out of 3456 (80.9%)

Pref L/H Pref RSV

January L/H-RSV Preference

Targeted Reserve Count: 1459

Status: Tentative

Status Seniority: 3063 out of 3456 (88.6%)

Pref L/H Pref RSV

January L/H-RSV Preference

Targeted Reserve Count: 1459

Status: Reserve

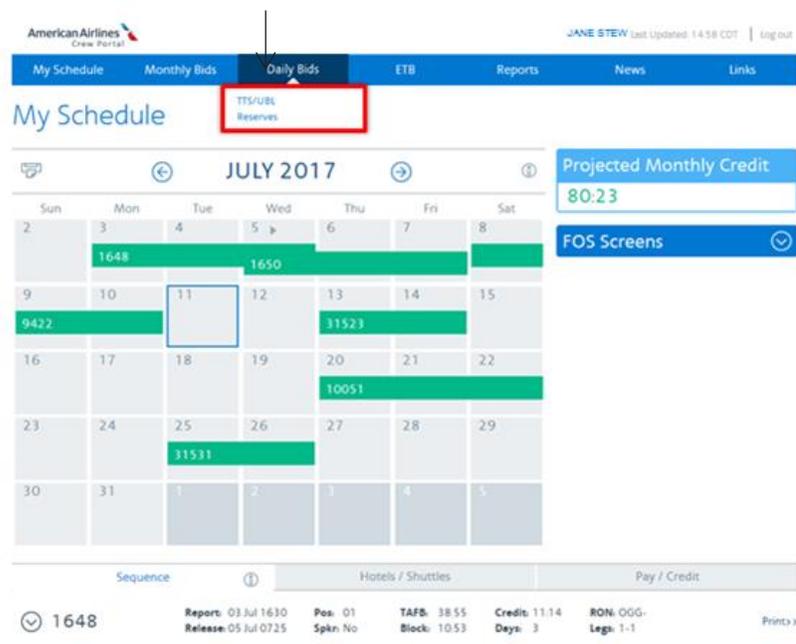
Status Seniority: 989 out of 1459 (67.7%)

Pref L/H Pref RSV

DAILY BIDS

From Crew Portal there are two (2) options. Click the Daily Bids tab.

- Trip Trade System (TTS), Unsuccessful Bidders List (UBL) and Reserves (ROTA and ROTD)
- Clicking on either link will take you to the systems. Refer to the Trip Trade System (TTS) Guide for additional information



American Airlines Crew Portal | JANE STEW Last Updated: 14:58 CDT | Log out

My Schedule | Monthly Bids | **Daily Bids** | ETB | Reports | News | Links

My Schedule | TTS/UBL Reserves

🗓️ JULY 2017 | Projected Monthly Credit: 80.23 | FOS Screens

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
	1648		1650			
9	10	11	12	13	14	15
9422				31523		
16	17	18	19	20	21	22
				10051		
23	24	25	26	27	28	29
		31531				
30	31	1	2	3	4	5

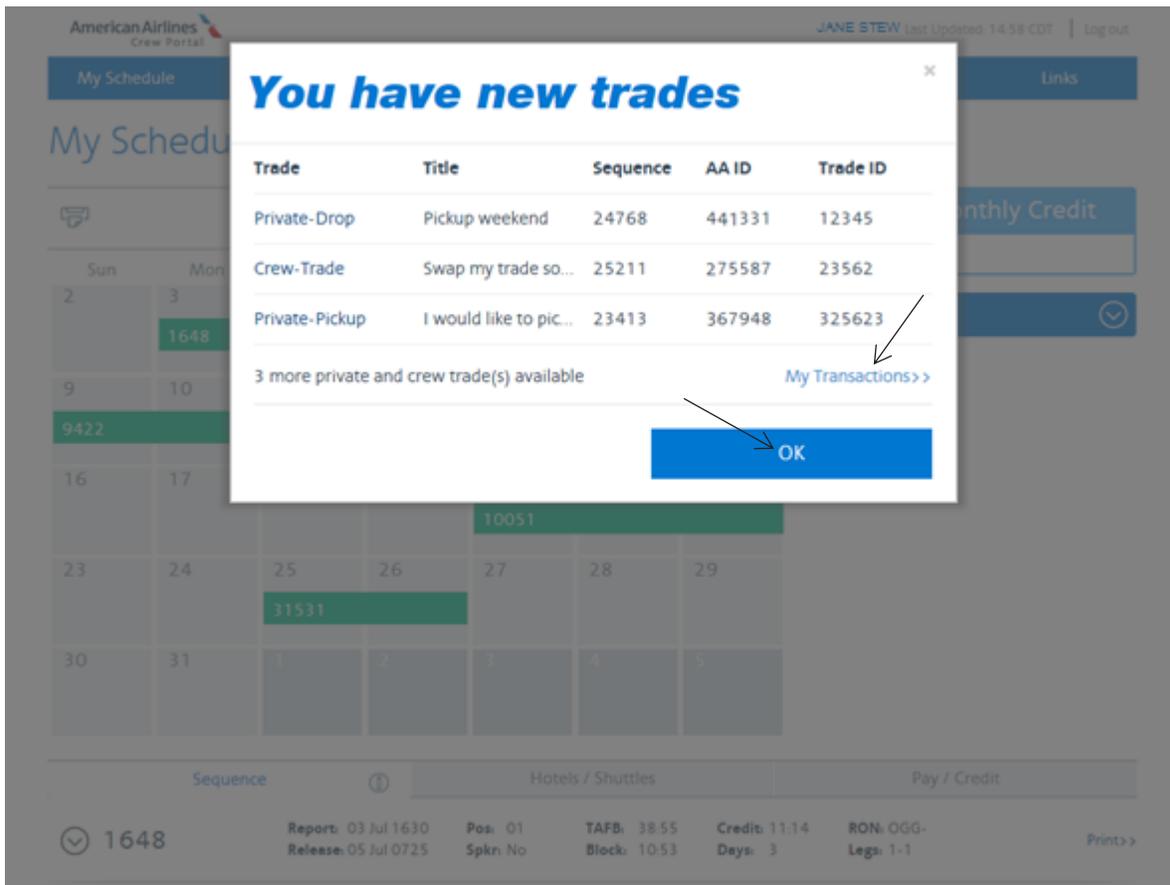
Sequence | Hotels / Shuttles | Pay / Credit

🕒 1648 | Report: 03 Jul 1630 | Pos: 01 | TAFB: 38.55 | Credit: 11.14 | RON: OGG-
 Release: 05 Jul 0725 | Spkn No | Block: 1053 | Days: 3 | Legs: 1-1 | Print >>

ETB

Electronic Trade Board (ETB) is a web-based program that may be accessed through Crew Portal. When selecting ETB there will be no drop-down menu. You will be taken directly into the ETB application. Flight Attendants will use the ETB to trade, pick up and drop sequences, vacation days and reserve days with each other. Refer to the Electronic Trade Board (ETB) Guide for detailed instructions.

Initially upon logging into Crew Portal, a pop-up message will appear if you have any new trades. Click "My Transactions" to be taken directly to ETB or click "OK" to close the message.



The screenshot shows the American Airlines Crew Portal interface. A pop-up window titled "You have new trades" is centered on the screen. The pop-up contains a table of trade information and two buttons: "My Transactions >" and "OK".

Trade	Title	Sequence	AA ID	Trade ID
Private-Drop	Pickup weekend	24768	441331	12345
Crew-Trade	Swap my trade so...	25211	275587	23562
Private-Pickup	I would like to pic...	23413	367948	325623

Below the table, the pop-up indicates "3 more private and crew trade(s) available" and provides a link to "My Transactions >".

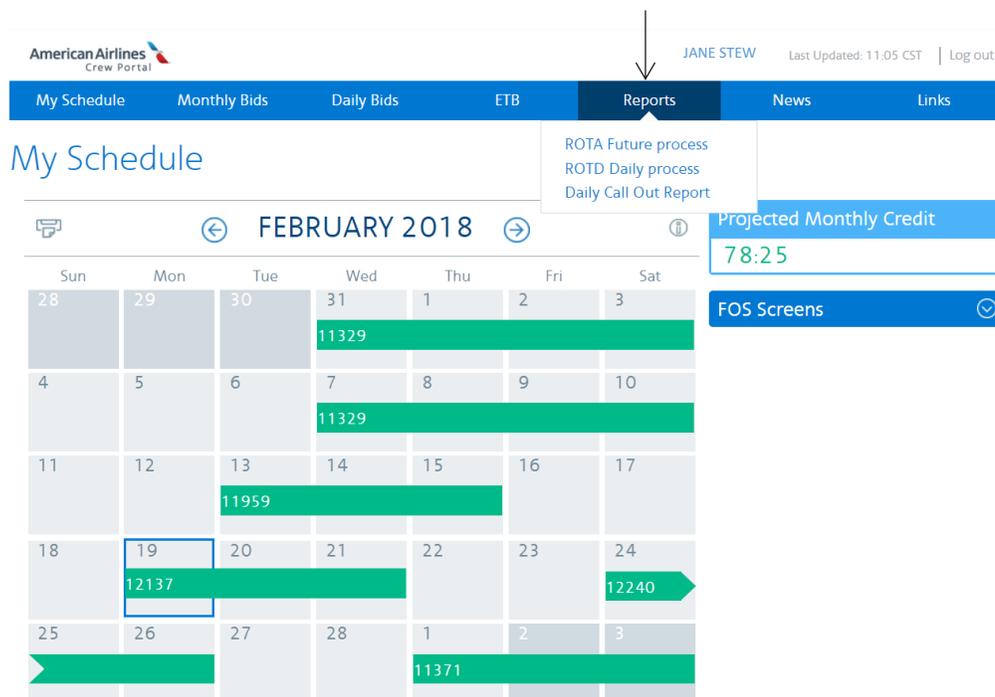
The background shows a calendar view for the month of July, with dates 2 through 31 visible. The sequence number 1648 is highlighted in green. At the bottom of the screen, there is a summary bar with the following information:

- Report: 03 Jul 1630
- Release: 05 Jul 0725
- Pos: 01
- Spkn No
- TAFB: 38.55
- Block: 10.53
- Credit: 11.14
- Days: 3
- RON: OGG-
- Legs: 1-1

REPORTS

The Crew Portal provides Flight Attendants with reports related to their personal schedules. Click the Reports tab. From the drop-down menu, there are three (3) Reserve Reports available to view.

- ROTA Report Future process: Where you will find reserve assignments for the next day
- ROTD Report Daily process: Where you will find reserve assignments for the current day
- Call Out Report: Three (3) sub-reports
 - Aggressive
 - Assignment Sequence
 - Assignment Standby



The screenshot shows the American Airlines Crew Portal interface. At the top, the user is identified as JANE STEW, with a 'Last Updated: 11:05 CST' and a 'Log out' link. The navigation bar includes 'My Schedule', 'Monthly Bids', 'Daily Bids', 'ETB', 'Reports' (highlighted), 'News', and 'Links'. A dropdown menu under 'Reports' lists 'ROTA Future process', 'ROTD Daily process', and 'Daily Call Out Report'. Below the navigation is the 'My Schedule' section, featuring a calendar for FEBRUARY 2018. The calendar shows flight assignments as green bars with numbers: 11329 (Wed 31), 11329 (Thu 1), 11959 (Tue 13), 12137 (Mon 19), 12240 (Sat 24), and 11371 (Thu 1). To the right of the calendar, there are two summary boxes: 'Projected Monthly Credit' showing 78:25 and 'FOS Screens' with a refresh icon.

MISC

November L/H-RSV Preference

Targeted Reserve Count: 0 i

Status: Tentative

Status Seniority: 1713 out of 4567 (37.5 %)

Pref L/H Pref RSV

Reserve Assignment

You have been scheduled for sequence 1234, position 03, on 08AUG report at 14:30.

[Acknowledge](#)

← The L/H-RSV Preference box will display specific information about the Flight Attendant. A lineholder may choose to bump onto reserve. A reserve FA may choose to bump off of reserve

← The Reserve Assignment and Acknowledge information window will only be displayed if the Flight Attendant has selected a Reserve preference

News Links

Projected Monthly Credit

116:20

FOS Screens ↻

Current Month Pay - (HI1)

Last/Next Month Pay - (HI2)

Current Sick Usage - (HISK)

Last Year Sick Usage - (HISK/L)

Golden/Flex Days

Your window to set November Golden/Flex Days opens at 0100 Dallas time on 01October17. **Submissions are due by 31October17 at 2300 Dallas time.**

[Go To Golden/Flex Days](#)

← Projected Monthly Credit will reflect the current projection of hours for the month

← FOS Screens show the most commonly used entries from SABRE (DECS)

← The Golden/Flex Days box will have a link that takes you to the page where you can change your designated GD/FD. You cannot change your days off

ICON EXPLANATIONS

Calendar Color Codes

The calendar on the home page of the Crew Portal will show your current monthly schedule. You may use the arrow icons next to the month to navigate to the previous month or to the next month if a bid award is available for the next month. There will be several colors that appear on your calendar that represent your activity during the month and indicate what is currently happening with those sequences. Please refer to the Calendar Color Codes legend below for a description. Much like vacation is displayed in an orange arrow across several current month grey cells below (for illustrative purposes) the other color codes will also display as bars on the days those activities are scheduled on your active calendar.

Sequence Criteria Legend

When you click on a sequence that is on your schedule, the sequence information will appear below the calendar. There are three icons that may appear on your sequence details.



RON (Remain Over Night) is a sequence that is longer than 24 hours. This will appear between the number of legs and the RON cities.



RON (Remain-Over-Night) is a sequence that is less than 24 hours. This will appear between the number of legs and the RON cities.

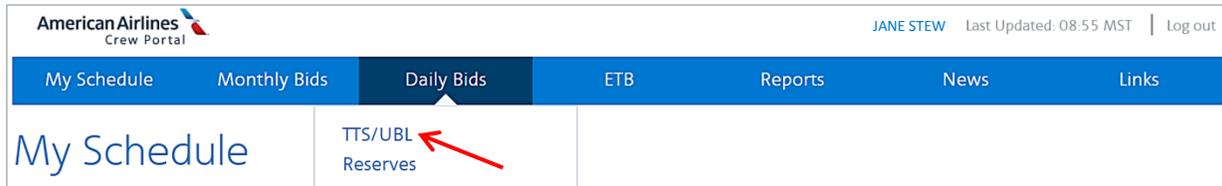
() is a sequence that is a turn with only two legs. This will not appear on one day sequences that are more than 2 legs.

This page intentionally left blank

ACCESS

You may access TTS through Crew Portal. Once logged into Crew Portal, follow these steps:

1. Click on the **Daily Bids** tab
2. Click **TTS/UBL**



BASIC TTS CONCEPTS

TTS/UBL

TTS is the main application used to request and distribute open time. It is also used to designate whether or not you would like your requests passed to the UBL, if necessary. The key to understanding the difference between TTS and the UBL is the timeline of each process and award.

1. **TTS** runs every night between the hours of 2300-0400 to award sequences that are a minimum of two days out through the end of the bid month. For example, on Monday 2300-0400, TTS will process requests for any sequences originating Wednesday and beyond.
2. **UBL** runs immediately after TTS and will *only* process requests for sequences that originate on the current day and the next day. For example, after the TTS run on Monday night 2300-0400, the UBL will only process requests that involve Tuesday and Wednesday.

TTS Max and Credit Window

Your initial TTS max is based on your monthly bid award as follows:

- Awarded line value **40-90** hours = TTS max **100** hours
- Awarded line value **90:01-110** hours = TTS max **115** hours

Your initial credit window is the difference between your monthly awarded line value and your TTS max.

- Awarded line value **85** hours = TTS max **100** hours; credit window = **15** hours

TTS Transactions: Credit Window and TTS Max

After calculating your credit window for the month, you should understand how it will

fluctuate when modifying your schedule in TTS. Any drop, pickup or trade that takes place in TTS will affect your credit window, but will not affect your TTS max.

Example 1 – TTS Drop

You have an awarded line value of 85 hours; your TTS max is 100 hours. Your credit window to pickup from TTS is 15 hours. You drop a 15 hour sequence in TTS making your projection 70 hours. Your TTS max remains 100 hours, but your credit window will increase to 30 hours.

Example 2 – TTS Pickup

You have an awarded line value of 85 hours; your TTS max is 100 hours. Your credit window to pickup from TTS is 15 hours. You pickup a 15 hour sequence from TTS making your projection 100 hours. Your TTS max remains 100 hours, therefore your credit window is now 0 hours.

Example 3 – TTS Trade

You have an awarded line value of 85 hours; your TTS max is 100 hours. Your credit window to pickup from TTS is 15 hours. You want to trade a sequence from your awarded line that is worth 15 hours for a different sequence worth 20 hours. The trade is completed during the TTS run and your new projection is 90 hours. Your TTS max remains 100 hours and because the trade resulted in you picking up an additional 5 hours from TTS, your new credit window is 10 hours.

Example 4 – TTS Drop to Zero (0)

You have an awarded line value of 95 hours; your TTS max is 115 hours. Your credit window to pickup from TTS is 20 hours. You drop all 95 hours into TTS making your projection 0 hours. Your credit window is now 115 hours, while your TTS max remains 115 hours.

NOTE: The logic in the examples above also applies to a low or high time awarded line value.

ETB Transactions: TTS Max vs. Credit Window

It is also important to understand how using the ETB to modify your schedule will affect your TTS max. Sequences picked up from the ETB will increase your projection and your TTS max. Just as, sequences dropped on the ETB will reduce your projection and your TTS max. (If you do not use the ETB during the bid month, your TTS max will not change.)

On the other hand, sequences dropped or picked up from the ETB will not affect your credit window.

Example 1 – ETB Drop

You have an awarded line value of 85 hours; your TTS max is 100 hours. Your credit window to pickup from TTS is 15 hours. You drop a 15 hour sequence on the ETB making your projection 70 hours. Because of this your TTS max will also drop 15 hours to 85 hours, but your credit window will remain 15 hours.

Example 2 – ETB Pickup

You have an awarded line value of 85 hours; your TTS max is 100 hours. Your credit window to pickup from TTS is 15 hours. You pickup a 15 hour sequence from the ETB making your projection 100 hours. Your TTS max will also increase 15 hours to 115 hours; however, your credit window remains 15 hours.

Example 3 – ETB Pickup

You have an awarded line value of 105 hours; your TTS max is 115 hours. Which means your credit window to pickup from TTS is 10 hours. You pickup a 15 hour sequence from the ETB. Your TTS max will increase 15 hours to 130 hours, however, your credit window is still 10 hours.

Example 4 – ETB Drop to Zero (0)

You have an awarded line value of 80 hours; your TTS max is 100 hours. Your credit window to pickup from TTS is 20 hours. You drop all 80 hours on the ETB making your projection 0 hours. Your TTS max will also drop 80 hours, and your new max is 20 hours; meaning your credit window is still 20 hours.

NOTE: The logic in the examples above also applies to a low or high time awarded line value.

TTS and ETB Transactions

If you use a combination of TTS and ETB transactions to modify your schedule, they will interact with each other and affect your TTS max and your credit window. The following examples explain what happens when you use both TTS and the ETB to drop and pickup sequences.

Example 1

You have an awarded line value of 100 hours; your TTS max is 115 hours. Your credit window to pickup from TTS is 15 hours.

- You pickup a 5 hour sequence from the ETB and your TTS max increases to 120 hours, but your credit window stays the same, 15 hours.
- Then, you decide to drop a 15 hour sequence in TTS. Your TTS max remains 120 hours, but your credit window is now 30 hours.

Example 2

You have an awarded line value of 70 hours; your TTS max is 100 hours. Your credit window to pickup from TTS is 30 hours.

- You drop a 10 hour sequence on the ETB and your TTS max decreases to 90 hours, but your credit window stays the same, 30 hours.
- Then, you decide to pickup a 20 hour sequence in TTS. Your TTS max remains 90 hours, but your credit window is now only 10 hours.

NOTE: The logic in the examples above also applies to a low or high time awarded line value.

Additional Unscheduled Time

If during actual operations the sequence you are on results in additional unscheduled credited time, your credit window is affected. For example, you have an awarded line value of 75 hours (TTS max is 100 hours, credit window is 25 hours) and your first sequence worked picked up an additional 5 credited hours. Your projection increases from 75 to 80 hours, your TTS max remains the same (100 hours), however, your credit window is now only 20 hours.

Month-to-Month Requests

TTS will not process requests that involve two different bid months. Transition sequences are sequences that contain flying in two months but are considered part of the bid month in which they originate. For example, let’s say you were awarded a sequence originating on the 1st (which is a part of the current bid month) and it carries over into the next bid month. You could trade this sequence for a sequence originating in the current bid month that also carries into the next bid month, you could not trade for a sequence originating in the next bid month.

In a PBS base, in order to avoid transition conflicts, while PBS is processing, a lineholder shall not be able to pickup, drop or trade a trip through TTS that touches the last three (3) days of the bid period.

Calendar Day

For the purposes of TTS requests, a flight that releases on or after 0000 is considered to operate on the calendar day. For example, if a sequences releases at 0015, it is considered

to operate on both calendar days of the duty period for the purpose of open time limit calculations.

Award Process

TTS is a seniority driven system that satisfies your choices through a series of chains while it finds the best way to distribute all sequences. The TTS award will be available no later than 0400. The system will allow balloting during the run time, but the ballots will be processed as a late bidder in time stamped order underneath the UBL until after the initial TTS and UBL clean up runs are over. After the initial awards through TTS run and UBL clean up, late bidders will then be converted into seniority order and placed into the UBL. At that point the UBL will go through auto runs until 1500 the day before and then manual runs until 2 hours before departure. Choices will be awarded through a combination of FAR legalities, qualification constraints, seniority, contractual constraints, waivers and what is available during the run.

While TTS is running you will not be able to process transactions in ETB due to a conflict of which trips may be trading or dropping. In ETB you will be able to see what is available in the trade board, but will not be able to process any transactions. If you have completed an ETB transaction before the TTS run and the sequence you originally had was balloted for TTS, the request will be null and void during the TTS run. In TTS you will be able to still create a ballot, that ballot will be placed onto the LBL and the user will receive a warning of "TTS is Processing (Limited Access)" alert.

TTS will display in the search page if there is a legality issue, you can still select sequences with legalities for your ballot, legalities may be resolved by the time there is a TTS run due to using ETB or a previous TTS run to adjust your schedule.

The initial auto run is referred to as the UBL clean-up run. The UBL clean-up run will process anyone who wasn't awarded during the TTS run and opted to pass their requests to the UBL.

After the clean-up run, the UBL will only pause for the initial ROTA run at 1500 for both the current day (daily operations) and the next day. After the ROTA run, it will be manually run for the next day. If the sequence becomes available for you, it will be yours (You will not be given a sequence off the UBL with less than two hours before sign in.) You will have access to your ballot at all times for modifications to requests. For example, if you wanted to be added or removed from the UBL.

NOTE: The time at which the UBL clean-up run begins processing will vary daily and by base.

BID TYPES

In TTS, your entire set of bid criteria is called your ballot. Within your ballot, there are two main components:

1. **Request** – a prioritized desire for a drop, pickup or trade transaction.
2. **Choice** – sequences selected within each request. A choice may be prioritized or equally weighted sequences.

There are three requests types:

- **Pickup** – an option to pick up a sequence on a day off or as a double up to have on your schedule.
- **Trade** – an option to take a sequence that is on your schedule and trade it with another sequence through the TTS system.
- **Drop** – an option to take a sequence that is on your schedule and drop it through TTS or UBL.
 - Drop requests are subject to monthly and daily limits, meaning the sequence will be dropping into open time
 - Drop requests can also be awarded through a chain of flight attendant to flight attendant requests

Unsuccessful Bidder

If UBL is selected on the TTS ballot screen, the ballot will be passed to the Unsuccessful Bidders List. This list will be run until the initial ROTA run at 1500 for both the current day (daily operations) and the next day. Once awarded a sequence from your ballot, it will be placed on your monthly schedule. (You will not be given a sequence off the UBL with less than two hours before departure.) You will have access to your ballot at all times for modifications or delete your requests. For example, if you wanted to be added or removed from the UBL.

- Since you have asked for specific sequences to be passed to the UBL, you no longer have the option to pass from accepting a sequence when contacted from the manual run
- If you are out flying, on rest or have waived a phone call on the ballot (Call/Don't Call option), you will automatically be awarded a request
- After ROTA runs the day prior to the award, if awarded a sequence from your ballot, crew scheduling must make positive contact

There are different types of UBL runs, they include:

- UBL clean up run: The first UBL run of the day that happens immediately after TTS finishes running.
- UBL Auto run: This UBL run happens prior to 1500 the day before a sequence starts. During this type of run, Crew Scheduling will not make positive contact with you.

They will automatically place an award on your schedule.

- UBL Manual run: This UBL run happens after 1500 the day before or the same day a sequence starts. During this type of run Crew Scheduling will make positive contact with you unless you are one three situations
 - You have waived positive contact by unselecting the call option at the top of the ballot
 - You are out on a sequence
 - You are on legal rest

If you are awarded a sequence off the UBL, you will not be able to turn down an award, you are able to place the award back onto the UBL or on the ETB. If Crew Scheduling attempts to make positive contact with you and you miss the call, you must call back in order to be processed on the UBL for the rest of the day. If you do not call Crew Scheduling back, you will not be processed on the UBL for the rest of the day until 0600 the next day. At 0600 the next day, the UBL will begin processing you again if you did not call Crew Scheduling back.

Late Bidder

During the TTS run, you can still access TTS with limited functionality to create a late bidder ballot. The opportunity to create a late bidder ballot will only be open from start of the TTS run until the TTS run and the UBL clean up run are completed. After the UBL clean up run has been completed, the late bidder will be then be placed on the UBL in seniority order. From the start of the TTS run till the completion of the UBL clean up run, you will only be able to make changes once to your ballot. Once you make changes and save your ballot you will have to wait to make more changes till after the UBL clean up run.

For example: it is Monday and you have a sequence that originates on Tuesday, your options would be to pick up as a double up or to position trade. If your sequence originates after Tuesday's date, you may still pick up on Tuesday but you will be able to trade a future sequence for future day. The Monday TTS run will be for Wednesday, and as a late bidder for a Wednesday originating sequence you would be able to drop, pick up as a double up, trade positions or trade for future dates. If a sequence that originates after Wednesday, during the late bidder ballot you will be able to pick up or trade for future days.

Position Trade

Position trade requests will be honored up until two hours (three hours for co-terminals) before report time of the first flight of the sequence.

- You will not be called for a position trade, you will receive a notification through ONE

Ballot Explanation

On the Ballot screen you will see several clickable options: add request, run history, delete all, allow double ups, save ballot, pass to UBL, a trash can and arrows. If you are doing a trade request then you will also see Add Conditional Drop Choice. Below are two pictures that will explain each of these options to you. Remember; following changes to the Ballot you must click save at either the top of the ballot or the bottom for any requests to be processed during the TTS run.

American Airlines
Trip Trade System

JANE STEW | Log out

Home Ballot History Support

Ballot

Ballot - JUL2017 Allow Double Ups Jul 20 2100 HBT

Request1 - PICK UP

1st Choice, Pickup Sequence

Seq/Dte	Pos	Credit	Report Time	Release Time	Legs	RON (TURN)	Eqp	Lang
8343/20Jul	01	1636	1220/20	2108/22	3-2-1	ORD-JAX-	S80	

American Airlines
Trip Trade System

JANE STEW | Log out

Home Ballot History Support

Ballot

Ballot - JUL2017 Allow Double Ups Next DFW TTS Run

Request1 - TRADE Call

Trade Sequence

Seq/Dte	Pos	Credit	Report Time	Release Time	Legs	RON (TURN)	Eqp	Lang
8343/20Jul	01	1636	1220/20	2108/22	3-2-1	ORD-JAX-	S80	

BASIC SYSTEM OVERVIEW

Time Display Preference (Station/Base)

An option when you click on your name at the top of the display that allows you to view times on the sequences in your home base time or the station time of the city that you are in. If you clear your cookies or your cache, it will automatically reset to Base time.

Calendar color codes

The calendar on the home page of TTS will show your current monthly schedule. You can use the arrows next to the month to go to previous and if already awarded the next month. There will be several colors that appear on your sequences that indicate what is currently happening with them:



A regular sequence on your schedule that you have no trades, pick up or drop requests on your ballot for



Vacation Days



Other activity days (sick, leave, special assignment, etc.)



Training days



Days on your schedule that does not have a sequence, vacation, or other activity



Days from the previous or next month that may appear on your calendar



A sequence that has already passed



Vacation days that have already passed

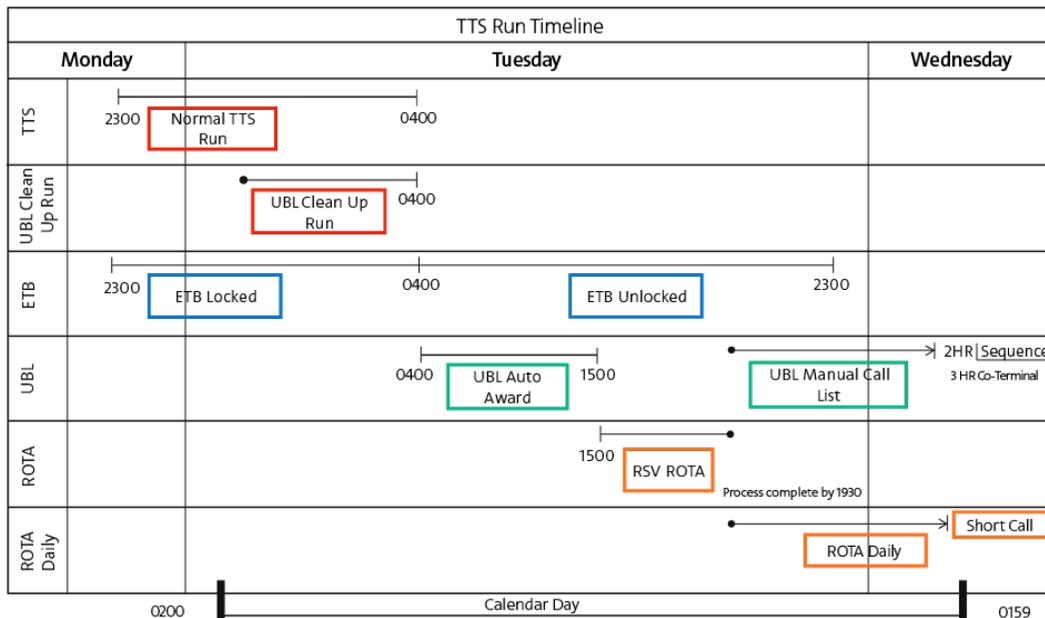


Other activity days that have already passed



Training days that have already passed

TTS Timeline



- **Daily TTS Run:** processes sequences 25 hours ahead of the run date thru the end of the contractual month (covering reports from 0200-0159) except the last contractual day will end at midnight
- **UBL Clean Up Run:** considers new open sequences, pickups, drops and trades that originate on Wednesday (run starts after TTS run is complete)(UBL in seniority order/late bidder)
- **UBL Auto Award:** only looks to cover sequences that originate on Wednesday
- **UBL Manual Call List:** provides a list of seniority order with potential award for crew scheduling

History Tab Explanation

The history tab will show you the runs that your ballot has been through and if anything has been awarded. There are three different runs the ballot can go through. The first is the TTS run/UBL clean up. The TTS run occurs in seniority order and the UBL clean up follows immediately after the TTS run. Throughout the day the UBL goes through an auto run. The auto run is when the system processes throughout the day for daily operations. At 1500 ROTA will run and for the rest of the day the UBL will be a manual run. On the page for the history of the ballot you are looking at you will see the run date and time, the ID number for the run, the type of run (TTS, AUTO, MANUAL), if anything was awarded and the origination date of the ballot. If you have any questions about the run of your ballot, you can use the Run ID number and go to the Support tab to email the ballot help team.

Ballot Run History

Next DFW TTS Run: Jul 19 21:00 HBT

Click on one of the following Runs below to View Details:

Search:

Run Date	Run ID	Run Type	Total Awarded	Origination Date
19JUL2017 at 15:51:23	3408	AUTO	0	20-Jul-2017 00:51:00
19JUL2017 at 15:50:19	3407	AUTO	0	20-Jul-2017 00:50:00
19JUL2017 at 15:46:25	3404	AUTO	0	20-Jul-2017 00:46:00
19JUL2017 at 13:41:33	3403	MANUAL	0	20-Jul-2017 00:41:00
19JUL2017 at 13:39:55	3393	MANUAL	0	20-Jul-2017 00:39:00
19JUL2017 at 13:38:25	3391	MANUAL	0	20-Jul-2017 00:38:00
19JUL2017 at 13:37:17	3390	MANUAL	0	20-Jul-2017 00:37:00
19JUL2017 at 00:34:22	3389	TTS	0	20-Jul-2017 00:34:00
19JUL2017 at 00:31:41	3388	TTS	0	20-Jul-2017 00:31:00
19JUL2017 at 00:18:39	3386	TTS	0	20-Jul-2017 00:18:00

Showing 1 to 10 of 28 entries First Previous **1** 2 3 Next Last

Sequence Search Results Page

At the top of the sequence search results page, there is a box with disclaimers listed. If there are any trips on the results that will waive 30/7 if awarded, you will be waiving that waiver for the remainder of the month. The other disclaimer that will be listed indicates that the search results page can only show a certain number of search results. To see more search results you will have to narrow your criteria or try again at another time to see other sequences that may be balloted.

DISCLAIMER:

- ⚠ Waiver Disclaimer-Awards may be less than contractual rest and/or exceed 30/7, which will set waiver for remainder of the month.
- ⚠ Search Results exceed maximum number of sequences/positions. Select additional criteria to narrow search.

When trading or picking up a sequence you will be directed to the Search Criteria page and then onto the Sequence Search Results page. You can click on the sequence number to look more into the sequence details, sort the preferences by each column by clicking on the column titles, and then select the sequence by clicking the boxes off to the left of the sequences number.

If the sequence has any icon next to it, you can click on the information button at the top of the page next to Sequence Search Results or refer to the Icon Explanation section of this document. The word OPEN under the Status column indicates that the sequence is currently

sitting in open time. The word BALLOT under the status column indicates that the sequence is currently on someone else's schedule but is being put into the TTS run to either be traded or dropped. If there is no word under the Status column, then the sequence is not currently participating in the TTS run, but that could change should the flight attendant who's on the trip chose to trade or drop it.

Sequence Search Results: ⓘ

Legal	Dep Sta	Seq No/Dte	Pos	Report Time	Release Time	Days	Legs	Equip	Credit	Lang	RON (TURN)	Status
<input type="checkbox"/>		31501/25Jul	▼	0030/25	2035/26	2	1-4-2	580	16:55		AUS-	OPEN
<input checked="" type="checkbox"/>		31001/25Jul	VM	0040/25	0715/25	1	2	777	05:00		(AUS)	BALLOT

After selecting choices on the Sequence Search Results page, you will have two buttons at the bottom of the page to click on. The first button "Save Selected Sequences" will save all the selections as one choice. When they are saved as one choice, you will not be able to rearrange individual sequences on the Ballot page. The other button, "Create Choice", will populate a pop up box with four choices to choose from. Below are two pictures, one picture of the two buttons at the bottom of the page and a picture of the pop up box with four choices after clicking "Create Choice" with more explanation.

Save Selected Sequences

Create Choice

Click here to cancel all selection choices and go back to the search results page

Click here to save all selections together as one choice and be navigated to the search results page

Cancel

Add Next Choice

Above 2 Buttons will return to Sequence Selection Screen

1st Choice, Pickup Sequence						
Seq No/Dte	Pos	Credit	Report Time	Release Time	Legs	
7957/19Jul	01	10.56	0559/19	1642/20	1-3	
7957/19Jul	02	10.56	0559/19	1642/20	1-3	
7957/19Jul	04	10.56	0559/19	1642/20	1-3	
5874/19Jul	01	10.53	0935/19	2127/20	3-1	
7957/19Jul	01	10.56	0935/19	2127/20	3-1	
5874/19Jul	03	10.53	0935/19	2127/20	3-1	
5874/19Jul	04	10.53	0935/19	2127/20	3-1	

Save as Separate Choices

Save Displayed Choice(s)

Above 2 Buttons will go to Ballot Screen with Selected Sequences

Click here to save each selection as a separate choice and be navigated to the Ballot Page

Click here to save selections together as one choice and be navigated to the Ballot Page

Waivers and FARs

Waivers and FARs are indicated on the Search Results page under the legal column. To see which waiver or FAR is in place, click on the X and a pop will appear explaining the X.

X Indicates an FAR is currently in place. You may still select a sequence with an FAR attached because at the time of the award there may not be an FAR issue.

Y Indicates a waiver is currently in place. If you are ok with waiving the attached waiver, you may select this sequence and the waiver will only be waived if it is still attached at the time of the award.

Steps for Trading a Sequence

1. After logging onto TTS, select a sequence on your schedule.

JANE STEW | Logout

Home Ballot History Support

TTS/UBL Next DFW TTS Run : Jun 27 2100 HBT

← JULY 2017 → ⓘ

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	26	28	28	30	01
0950 1759	1000 1744	1127 1905	ATL AUS	1059	1620	
1755 0209	1334 2112	1127 1905				
0850 1800	1405 2112	1715	0010			
1755 0209	0835 1541	1715	0010			
1755	0200					

2. The sequence information will appear below the calendar.

Drop
 Pick up
 Trade

Sequence Information ⓘ

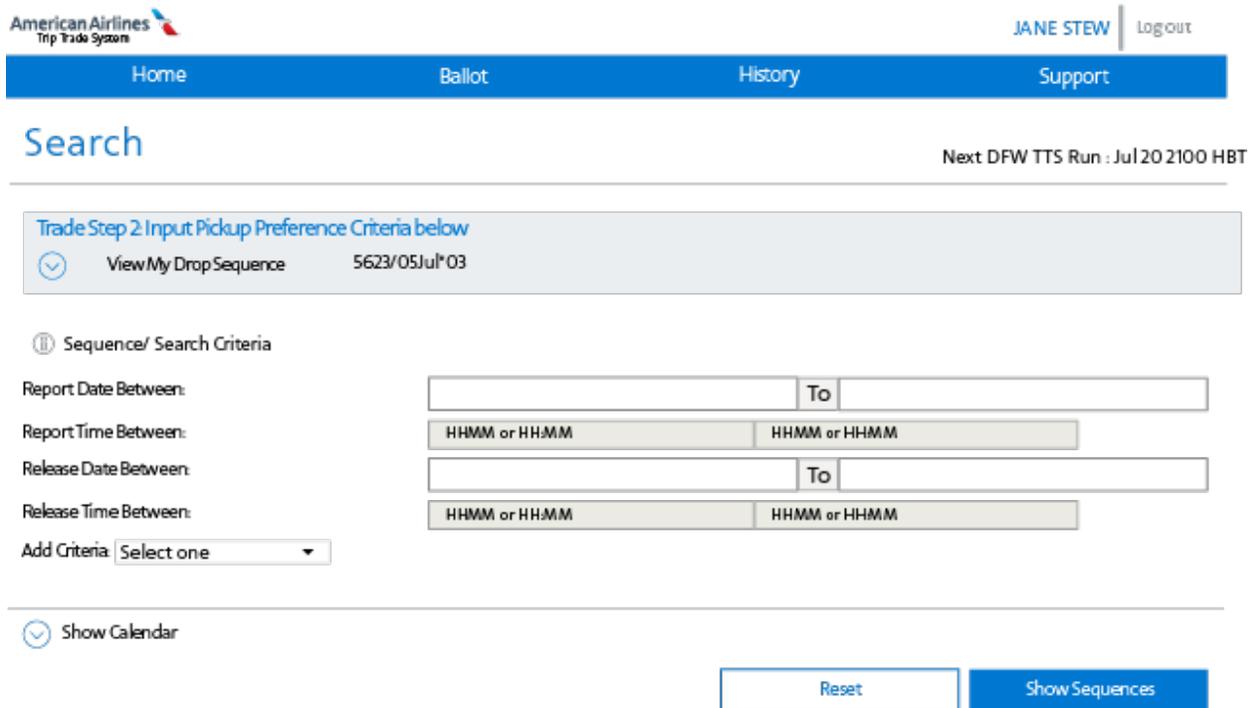
Seq/Dte	Pos	Credit	Report	Release	Legs	RON (TURN)	Eqp	Lang	TAFB
5653/11JUL	03	05:01	1334/11	2112/11	2	(ORD)	737+		07:38
Duty period1Credit:05:01									
City Pair	Flt	Date	D/H	Departure	Arrival	EQP	Ground	Block	Layover
DFW to ORD	2535	11Jul		1434/11	1708/11	75EL	01:22	02:34	
ORD to DFW	2375	11Jul		1830/11	2057/11	738A		02:27	

3. You may select to drop, pick up or trade

4. Select trade

Drop
 Pick up
 Trade

5. After trade is selected, you will be redirected to the search page.



American Airlines Trip Trade System

JANE STEW | Logout

Home Ballot History Support

Search

Next DFW TTS Run : Jul 20 2100 HBT

Trade Step 2 Input Pickup Preference Criteria below

View My Drop Sequence 5623/05Jul*03

Sequence/ Search Criteria

Report Date Between: To

Report Time Between: HHMM or HHMM HHMM or HHMM

Release Date Between: To

Release Time Between: HHMM or HHMM HHMM or HHMM

Add Criteria:

Show Calendar

Reset Show Sequences

- Input search criteria. If you want an ODAN, Red Eye or a Co-Terminal trip you must include these when searching or they will not populate in the search results. When inputting times, they must be inputted in a 24 hour clock format.
- After all criteria that the user wishes to include in the search is inputted, click on "Show Sequences"



- The page will redirect to a list of sequences that match the search criteria. For more information on the Sequence Search Results page please refer to the Sequence Search Results section of this document.

Search Results

Next DFW TTS Run : Jul 19 2100 HBT

DISCLAIMER:

- ⚠ Waiver Disclaimer-Awards may be less than contractual rest and/or exceed 30/7, which will set waiver for remainder of the month.
- ⚠ Search Results exceed maximum number of sequences/positions. Select additional criteria to narrow search.

Trade Step 3 : Select One or More Sequences to Add to Trade Request

 View My Drop Sequence 5700/25 Jul*02

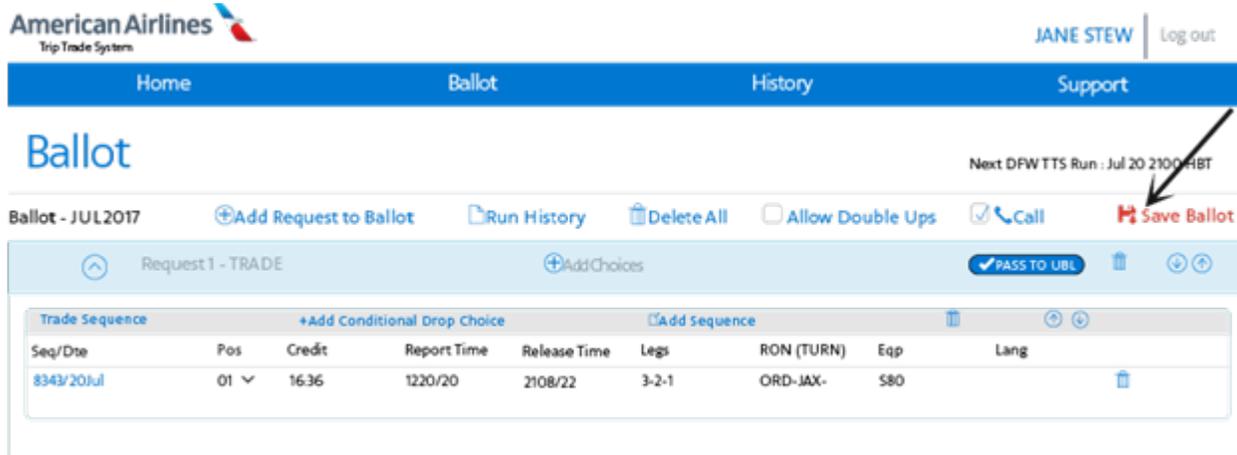
Sequence Search Results: ⓘ

<input type="checkbox"/>	Legal	Dep Sta	Seq No/Dte	Pos	Report Time	Release Time	Days	Legs	Equip	Credit	Lang ⓘ	RON (TURN)	Status ▾
<input type="checkbox"/>	✗		31501/25Jul	▼	0030/25	2035/26	2	1-4-2	580	16:55		AUS-	OPEN
<input type="checkbox"/>	✗		31001/25Jul	VM	0040/25	0715/25	1	2	777	05:00		(AUS)	OPEN
<input type="checkbox"/>	✗		5858/25Jul	▼	0415/25	1224/27	3	2-2-1	737	16:45		MCO-SEA-	OPEN
<input type="checkbox"/>	✗		5556/25Jul	▼	0545/25	1758/26	2	3-3	320+	12:11		TUS-	OPEN
<input type="checkbox"/>	✗		31000/25Jul	VM	0810/25	0621/27	3	1/1	777+	15:34		HNL/	OPEN
<input type="checkbox"/>	✗		5861/25Jul	▼	0935/25	2127/26	2	3-1	737	10:53		DTW-	OPEN
<input type="checkbox"/>	✗		8387/25Jul	▼	1355/25	2121/26	2	3-3	580	10:00		OMA-	OPEN
<input type="checkbox"/>	✗		5679/25Jul	▼	1540/25	2315/25	1	2	320	05:28		(LAS)	OPEN
<input type="checkbox"/>	✗		31535/25Jul	05	1745/25	0536/28	4	1/1	777	21:33		EZE/	OPEN
<input type="checkbox"/>	✗		420/25Jul	08	1815/25	1730/27	3	1/1	777	19:20		LHR/	OPEN
<input type="checkbox"/>	✗		5716/25Jul	04	2107/25	0622/26	2	2	737	05:56		(ONT)	BALLOT
<input type="checkbox"/>	✗		31001/26Jul	VM	2305/25	1030/26	2	2	777+	05:55		(CUN)	BALLOT
<input type="checkbox"/>			7951/25Jul	▼	0430/25	1404/27	3	1-3-3	320+	16:26		MIA-STL-	
<input type="checkbox"/>			5552/25Jul	▼	0500/25	0955/27	3	3-2-1	737	15:35		DEN-SLC-	

9. After you have saved your selections in whichever format you want, you will be redirected to the ballot screen. For more explanation on the ballot please see the Ballot explanation section.

10. At the top of the ballot page you will see a red button that says "Save Ballot" there is also a red button at the bottom of the page where you can click to save the ballot as well. **YOU MUST CLICK THIS OPTION IN ORDER FOR YOUR BALLOT TO BE**

SAVED AND USED IN THE TTS AND UBL RUNS. Once you have clicked “Save Ballot”, the page will load and you will get a message in green that lets you know the ballot has been saved, this message will disappear after a few seconds.



American Airlines Trip Trade System

JANE STEW | Log out

Home Ballot History Support

Ballot

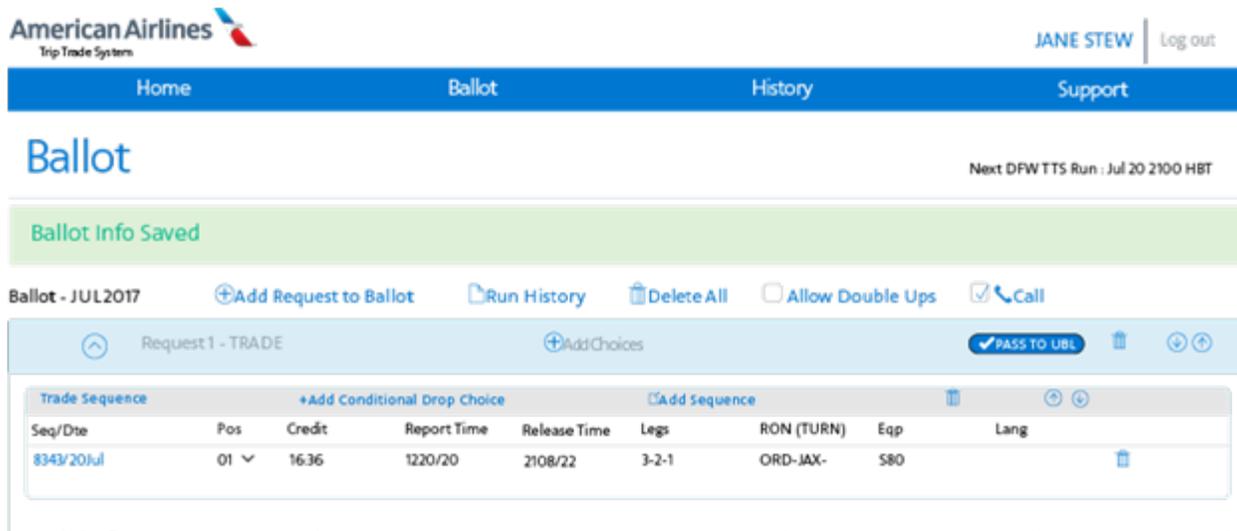
Next DFW TTS Run : Jul 20 2100 HBT

Ballot - JUL2017 [+Add Request to Ballot](#) [Run History](#) [Delete All](#) Allow Double Ups Call [Save Ballot](#)

Request1 - TRADE [+Add Choices](#) [PASS TO UBL](#)

Trade Sequence		+Add Conditional Drop Choice		+Add Sequence				
Seq/Dte	Pos	Credit	Report Time	Release Time	Legs	RON (TURN)	Eqp	Lang
8343/20Jul	01	1636	1220/20	2108/22	3-2-1	ORD-JAX-	S80	

[Save Ballot](#)



American Airlines Trip Trade System

JANE STEW | Log out

Home Ballot History Support

Ballot

Next DFW TTS Run : Jul 20 2100 HBT

Ballot Info Saved

Ballot - JUL2017 [+Add Request to Ballot](#) [Run History](#) [Delete All](#) Allow Double Ups Call

Request1 - TRADE [+Add Choices](#) [PASS TO UBL](#)

Trade Sequence		+Add Conditional Drop Choice		+Add Sequence				
Seq/Dte	Pos	Credit	Report Time	Release Time	Legs	RON (TURN)	Eqp	Lang
8343/20Jul	01	1636	1220/20	2108/22	3-2-1	ORD-JAX-	S80	

11. Once the ballot is saved you can make changes to it throughout the time the ballot is active in TTS.

Steps to Drop a Sequence

1. After logging onto TTS, select a sequence on your schedule.

Home Ballot History Support

JANE STEW | log out

TTS/UBL

Next DFW TTS Run: Jun 27 21:00 HBT

JULY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	01
0950 1759 1755	1000 1764 0209	1127 1334 2112	1127 1905	0600 1059	1127 1905	1430
0850 1800 1755	1405 2112 0209	1715 1541	1715 0010	0010	28	29
1755	31	0200				

2. The sequence information will appear below the calendar.

Drop
 Pick up
 Trade

Sequence Information ⓘ

Seq/Dte	Pos	Credit	Report	Release	Legs	RON (TURN)	Eqp	Lang	TAFB
5653/11JUL	03	05:01	1334/11	2112/11	2	(ORD)	737+		07:38
Duty period 1 Credit: 05:01									
City Pair	Flt	Date	D/H	Departure	Arrival	EQP	Ground	Block	Layover
DFW to ORD	2535	11 Jul		1434/11	1708/11	75EL	01:22	02:34	
ORD to DFW	2375	11 Jul		1830/11	2057/11	738A		02:27	

3. You may select drop, pick up or trade.

4. Select drop.

Drop
 Pick up
 Trade

5. It will redirect you to the ballot page. For more explanation please see the Ballot explanation section.

6. YOU MUST CLICK SAVE BALLOT OR YOUR BALLOT CHANGES WILL NOT APPEAR ON THE BALLOT DURING THE TTS OR UBL RUN. Once you have clicked "Save Ballot", the page will load and you will get a message in green that lets you know the ballot has been saved, this message will disappear after a few seconds.

Home Ballot History Support

Ballot

Next DFW TTS Run : Jul 20 2100 HBT

Ballot - JUL2017 [Add Request to Ballot](#) [Run History](#) [Delete All](#) Allow Double Ups Call [Save Ballot](#)

Request 1 - DROP [Add Choices](#) [PASS TO UBL](#) [Trash](#) [Up](#) [Down](#)

Seq/Dte	Pos	Credit	Report Time	Release Time	Legs	RON (TURN)	Eqp	Lang
8343/20Jul	01	16.36	1220/20	2108/22	3-2-1	ORD-JAX-	S80	Trash

[Save Ballot](#)

Steps to Pick Up a sequence

1. Select a sequence on your schedule or select a date. If you select a sequence then you are asking to pick up as a double up if allowable, unless you have asked to trade or drop the sequence in a different choice.

← JULY 2017 →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	26	0850 28	28	30	0850 01
			ATL	AUS	1059	1620
0950 2	1000 3	4	1127 5	6	7	8
1759	1744		1905			
1755 9	10	1334 11	12	13	1127 14	15
	0209	2112			1905	
0850 16	1405 17	18	1715 19	20	21	22
1800	2112			0010		
1755 23	24	0835 25	26	1715 27	28	29
	0209	1541			0010	
1755 30	31	1	2	3	4	5
	0200					

2. The sequence information will appear below the calendar. Or if you selected a day then just pick up will appear below the calendar.
3. You may select drop, pick up or trade.

Drop
 Pick up
 Trade

4. Select pick up.
5. You will be redirected to the search screen.

American Airlines Trip Trade System JANE STEW | Logout

Home Ballot History Support

Search Next DFW TTS Run : Jul20 2100 HBT

Trade Step 2 Input Pickup Preference Criteria below

View My Drop Sequence 5623/05Jul*03

Sequence/ Search Criteria

Report Date Between: To

Report Time Between: HHMM or HHMM HHMM or HHMM

Release Date Between: To

Release Time Between: HHMM or HHMM HHMM or HHMM

Add Criteria:

Show Calendar

6. Input search criteria. If you want an ODAN, Red Eye or a Co-Terminal trip you must include these when searching or they will not populate in the search results. When inputting times, they must be inputted in a 24 hour clock format.
7. After all criteria that the user wishes to include in the search is inputted, click on "Show Sequences".
8. The page will redirect to a list of sequences that match the search criteria. For more information on the Sequence Search Results page please see the Sequence Search Results section of this document.
9. After you have saved your selections in whichever format you want, you will be redirected to the ballot screen. For more explanation please see the Ballot explanation section.
10. At the top of the ballot page you will see a red button that says "save ballot" **YOU MUST CLICK THIS OPTION IN ORDER FOR YOUR BALLOT TO BE SAVED AND USED IN THE TTS AND UBL RUNS.** Once you have clicked "Save Ballot", the page will load and you will get a message in green that lets you know the ballot has been saved, this message will disappear after a few seconds.

11. Once the ballot is saved you can make changes to it throughout the time the ballot is active in TTS.

DASHBOARD TAB

Home

This tab in TTS will bring you to your current month's schedule.

Ballot

This tab in TTS will take to your ballot for the current and when loaded next month's ballot.

History

This tab in TTS shows previous, current and when loaded next month's completed ballots that have already or will go through the TTS/UBL runs.

Support

This tab in TTS you can go to find support for a miss-award, a system bug or for ballot help.

SPECIAL QUALIFICATIONS

Speaker

TTS is designed to award sequences in order of seniority, this includes speaker seniority. When looking at sequences, the speaker may select a speaker position if it is available for selection or a nonspeaker position. Even if the position is marked as a speaker position, anyone may select it for their ballot. A speaker sequence will not be able to just drop into the TTS system, you can proffer to drop it, but it will only be awarded if it is given to another speaker balloting for the sequence.

Purser

TTS is designed to award sequences in order of seniority, this includes purser seniority. When looking at sequences, the purser may select a purser position if it is available for

selection or nonpurser position. If there is a purser position marked, anyone may select it for their ballot. A purser sequence will be able to be dropped into open time through a TTS run.

PBS BASE/NON PBS BASE

At the implementation of TTS there will be PBS and non PBS bases. In accordance with the JCBA, PBS bases will not be able to drop below 40 hours on monthly schedules. Non PBS bases will have the option to drop below 40 hours on monthly schedules.

TRANSFERS

If you are awarded a transfer, starting with the first TTS run for the month your awarded transfer starts (meaning the last month in your current base after bids are awarded), you will need to decide which base you would like TTS to use. TTS will open the day after bids are awarded and the first run will be the second day after bids are awarded. You will only be able to have requests for one base at a time in a TTS run; you can change this for each TTS run by clearing your ballot each day and putting in new requests. You will always be able to have UBL requests in for your current base even if your other requests are for your new base.

Example: You are based in DFW (current) and are transferring to PHL next month. The PHL TTS run would start at 2300 PHL time and would be looking at the current month before moving on to look at the next month. While TTS is running for PHL, the DFW TTS run would start at 0000 PHL time and TTS will not be able to take your DFW requests out of the PHL run and place them in the DFW run since it has already started working on the PHL run.

KEY DEFINITIONS

Ballot

Your entire TTS bid that contains all the specific sequences you have selected for drops, pickups and/or trades.

Calendar Day

A 24-hour period starting at 00:00 and ending at 23:59 home base time.

Co-Terminal

An airport serving the same metropolitan area of a crew base, at which sequences may originate and/or terminate.

Credit Window

Your initial credit window is the difference between your awarded line value and your TTS max. For example, your awarded line value is 85 hours so your TTS max is 100 hours, which means your credit window equals 15 hours.

Duty Period

A duty period is one working period of time from *report* time to *release* time. A duty period may include flight segments and/or deadhead segments, and can overlap more than one calendar day.

Electronic Trade Board [ETB]

ETB is an application that can be accessed through Crew Portal and used to drop, pickup and/or trade sequences, reserve off days and vacation days between flight attendants. ETB will not process any transactions while TTS is running (2300–0400 HBT).

Home Base Time [HBT]

HBT is the actual time in the crew base to which you are assigned. In TTS, the default is to display sequence times, including report/release and departure/arrival, in HBT.

Late Bidders

You are added as a late bidder if you submit a ballot or make changes to an existing TTS ballot after 2300 HBT (during the time TTS is running). Late bidders are placed on a time stamped list that will be processed last during the initial UBL run. After the initial UBL run, any late bidder requests will be added to the UBL in seniority order.

On Duty All Nighter [ODAN]

All ODAN pairings have a single duty period encompassing 0100-0500.

Open Time Limit

TTS transactions which result in an increase in the number of open sequence days are subject to a daily/monthly contractual limitation of no more than 3%.

Purser

A flight attendant qualified to work the lead/number 1 on international premium destination (IPD) flights.

Red-Eye

Any sequence with a duty period scheduled to touch 0100-0101 home base time (HBT).

Red Flag

A sequence flagged by Crew Scheduling that will be paid at premium rate of 150% but credited at 100% (formerly referred to as critical coverage).

Remain Over Night [RON]

Also known as a layover.

Satellite

An airport attached to but outside the metropolitan area of a crew base. Sequences allocated to satellite operations must originate and terminate at the satellite base. A satellite sequence may not be dropped into open time, but can be traded or picked up through TTS/UBL.

Speaker

A foreign language qualified flight attendant. Only speaker lineholders may pickup speaker sequences in TTS.

Station Time

Displays sequence times based on the local time of each flight segment. In TTS, you must select station time if it is preferred.

TTS Max

Your TTS max is based on your monthly bid award. If your awarded line of flying is worth 90 hours or less, your TTS max is 100 hours. If your awarded line of flying is worth more than 90 hours, your TTS max is 115 hours.

Unsuccessful Bidders List [UBL]

The UBL is used to award open time after every TTS run beginning 2 days prior and up until two hours before departure. Within your ballot, you may select to be on the UBL in the event your bids are not awarded in the TTS run. You may elect to be removed from the UBL any time prior to receiving an award.

Waiver

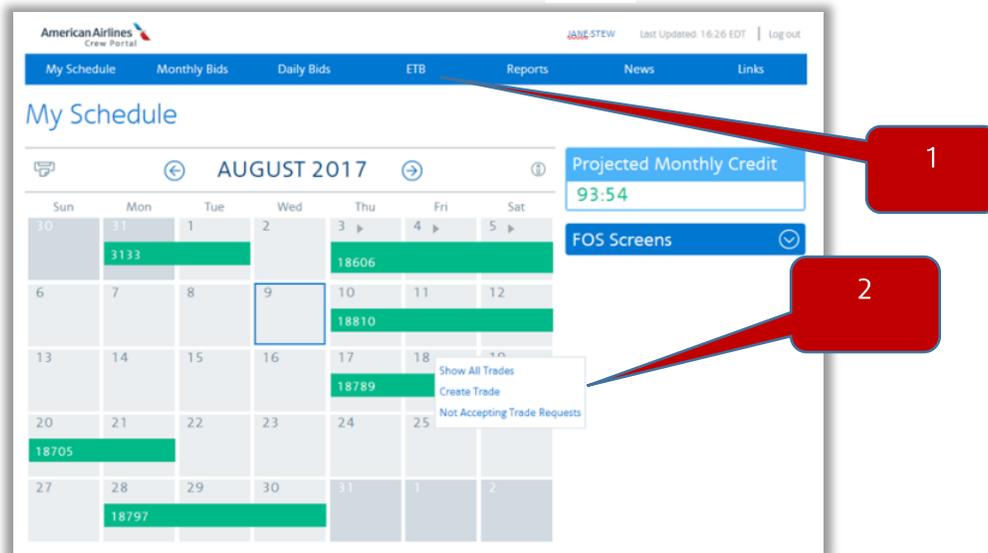
An option used to waive a contractual provision; FAR limitations may not be waived.

This page intentionally left blank

ACCESS

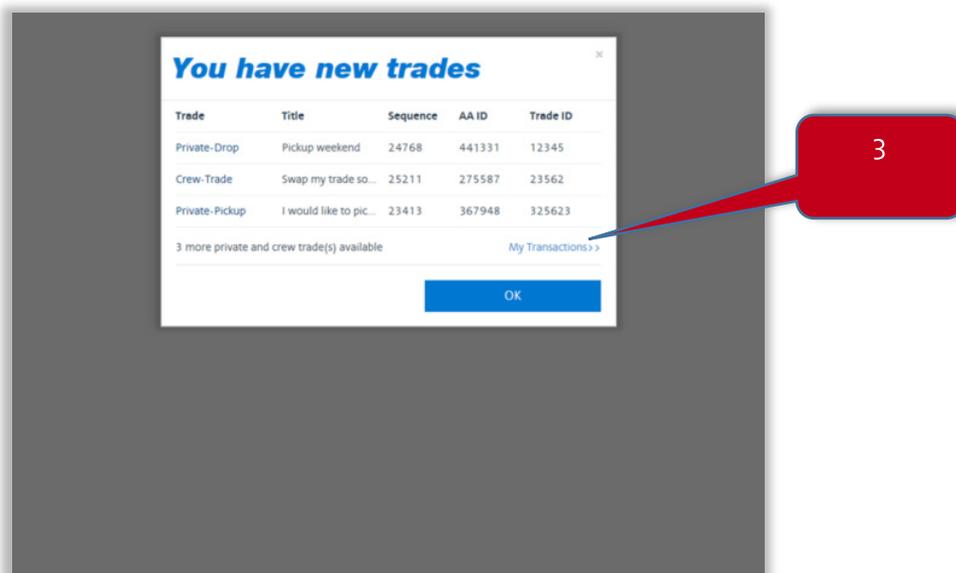
ETB may be accessed several ways:

1. Choose the **ETB** tab at the top of the Crew Portal home page
2. Click a future date on the My Schedule calendar and choose either **Show All Trades** or **Create a Trade**
3. Click **My Transactions** from the pop-up box when logging on to Crew Portal. You receive this pop-up only if you have trade requests



1

2



3

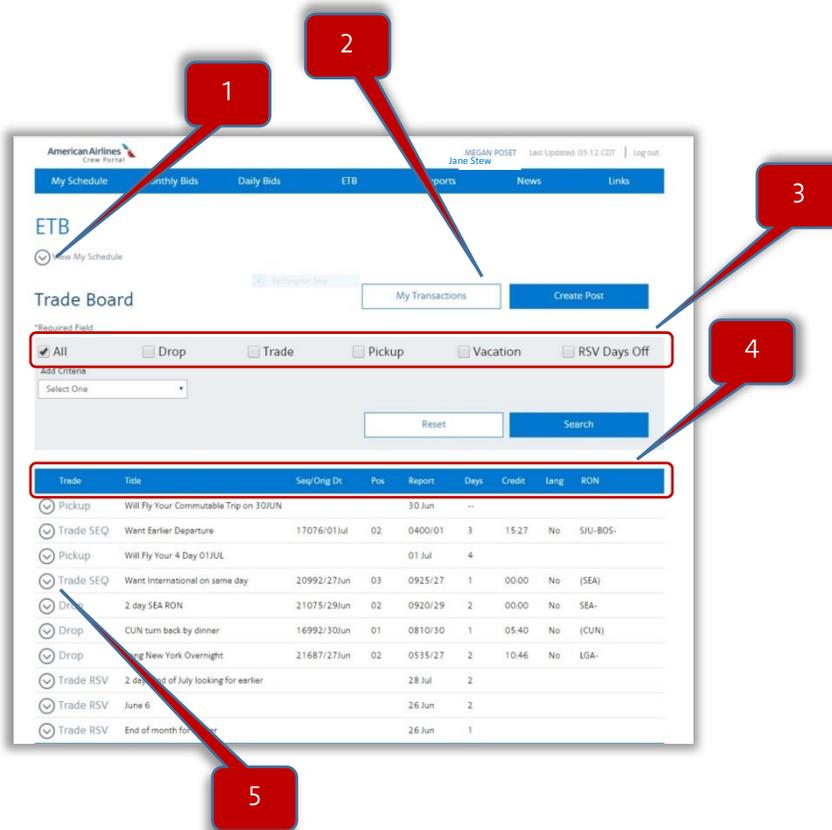
Trade	Title	Sequence	AA ID	Trade ID
Private-Drop	Pickup weekend	24768	441331	12345
Crew-Trade	Swap my trade so...	25211	275587	23562
Private-Pickup	I would like to pic...	23413	367948	325623

3 more private and crew trade(s) available [My Transactions >>](#)

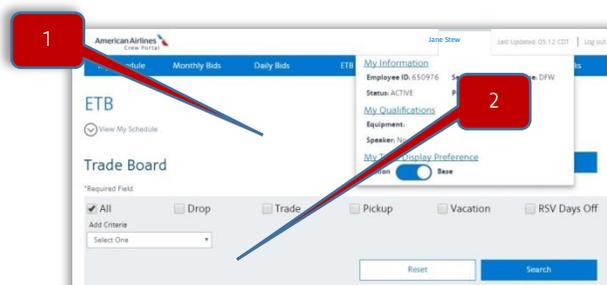
OK

SCREEN ICONS

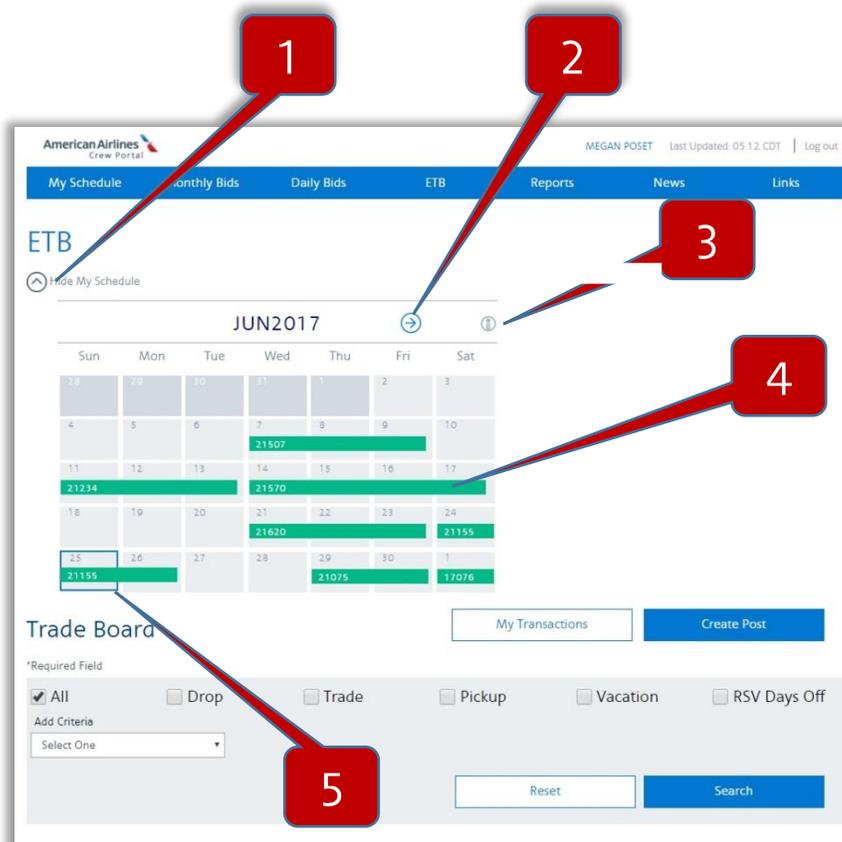
1. Use the down arrow icon to open up the calendar view
2. Click My Transactions to view the My Transactions page
3. Select a check box to see a particular type of post (All, Drop, Trade, Pickup, Vacation, RSV Days Off)
4. Column headings may be clicked to sort the list (in ascending order, click again for descending order)
5. Click the down arrow icon to expand sequence details



1. Click your name to open the information box
2. The toggle inside the information box is used to set your *My Time Display Preference*. **BASE** is the default. When set to **BASE** all times will display in home base time. When set to **STATION** all times will display in local station time. Once set, the time preference automatically changes in all systems on all devices.



1. Select the up arrow icon to hide the calendar
2. Select the right arrow icon to display the next month calendar
3. Use the information icon to see the calendar color codes
4. Hover the mouse (don't click) over a sequence to see Report and Release time
5. The blue box identifies today's date



The screenshot shows the American Airlines Crew Portal interface for the ETB (Employee Time Block) calendar. The user is MEGAN POSET, and the page was last updated at 05:12 CDT. The calendar is for JUN2017. The interface includes a navigation bar with links for My Schedule, Monthly Bids, Daily Bids, ETB, Reports, News, and Links. The ETB section has a 'Hide My Schedule' button. The calendar grid shows dates from 28 to 30, with flight sequences represented by green bars. A blue box highlights the date 25, indicating it is today's date. Below the calendar is a 'Trade Board' section with a 'My Transactions' button and a 'Create Post' button. The Trade Board includes a 'Required Field' section with checkboxes for All, Drop, Trade, Pickup, Vacation, and RSV Days Off. There is also an 'Add Criteria' dropdown menu and 'Reset' and 'Search' buttons.

HOW TO CREATE A POST

Understanding the Terminology:

- **Drop** transactions result in your sequence being dropped
- **Pick-up** transactions result in the pick-up of a sequence
- **Trade Seq** transactions result in trading your sequence for another flight attendant's sequence
- **Vacation** transactions trade your vacation days for another flight attendant's vacation days. At non-PBS bases you must trade your entire vacation block.
- **RSV Days off** transactions trade your days off for another reserve's days off
- **Public posts** are visible to anyone searching ETB
- **Private** posts are only seen by the specific flight attendant to whom they are sent, unless they have their sequence marked Not Accepting Trade Request
- **Crew** posts are sent to every flight attendant on a specific sequence. However, any flight attendant with their sequence marked Not Accepting Trade Request will not receive the message

Create a post

Creating a post takes just a few steps

1. Click the Create Post button
2. Select the type of post desired (Drop, Pick-up, Trade Seq, Vacation, RSV Days Off)
Drop is chosen by default.
3. From the drop-down menu, select Public, Crew or Private
4. Add additional information as required by the form presented (different types of posts require different information, required boxes are indicated with a red asterisk, some information will auto-populate)
5. Click Submit
6. Add a title and comments, if desired. The title field has a 50 character limit.
7. Click Confirm And Post

8. Click Post on the Are you sure pop-up

The first screenshot shows the 'Trade Board' interface with a 'Create Post' button highlighted by a red callout '1'. The second screenshot shows the 'Create Post' form with several fields: 'Post Type' (Public), 'Trading With (Employee ID)', 'Expiration Date' (10/22/2017), 'Expiration Time' (16:45), 'Sequence (Drop)' (17925 - 10/22/2017), and 'Origination Date' (10/22/2017). Red callouts '2' through '5' point to the 'Drop' tab, the 'Trade Seq' tab, the 'Expiration Date' field, the 'Add Sequence To Transaction (Optional)' link, and the 'Submit' button respectively.

This screenshot shows the 'Create Post' form with a 'You are dropping' message. A table lists details for sequence 17925: Report: 22 Oct 1645, Release: 23 Oct 2238, Pos: 02, Sdkr: No, TAFB: 2953, Block: 1147, Credit: 1147, Days: 2, RON: ORD, Legs: 3-2. A red callout '6' points to the 'Sequence' column. A red callout '7' points to the 'Confirm And Post' button at the bottom right.

This screenshot shows the 'Create Post' form with an 'Are you sure?' pop-up dialog box. The dialog box contains the text: 'Any changes made to your schedule as a result of this transaction are final. Would you like to post?'. It has 'Cancel' and 'Post' buttons. A red callout '8' points to the 'Post' button.

HOW TO SORT AND SEARCH

ETB has very robust sorting and searching capabilities. You may search for the types of transactions you want to see and then sort your list to obtain more specific results.

Criteria

ETB provides twenty different criteria to aid in your search. You may search for more than one criteria at a time. After narrowing your list, you may sort by clicking on the column headings to refine the list even more.

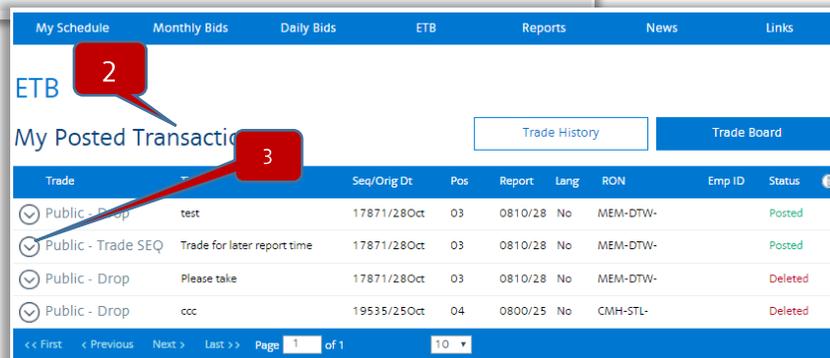
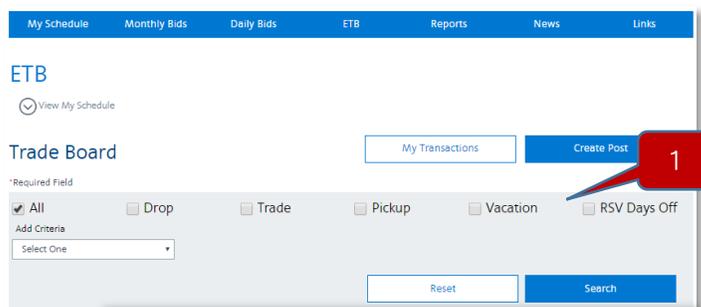
Criteria	Activity
Date	Searches for a specific date
Number of calendar days	Searches for a specific number of calendar days
Domestic/NIPD/IPD	Searches for specific types of flying
RON	Searches for specific layover cities
Position	Searches for specific FA positions
Purser	When checked, returns ONLY purser sequences
Speaker	When checked, returns ONLY speaker sequences for your qualified language(s)
Total Credit	Searches for sequences worth a specific credit time. You may set a minimum, a maximum or a range. You must input both hours and minutes
Sequence number	Searches for a partial or full sequence number, but only if that sequence is posted on the ETB
Co-Terminal/Satellite	Searches for specific co-terminal or satellite flying. You must first choose the applicable base and then choose the co-terminal or satellite
Equipment	Searches for specific equipment. Search results will contain at least one leg on the desired equipment, but may contain other equipment types as well due to mixing equipment within sequences
Layover rest	Searches for sequences with a specific layover time. You may set a minimum, a maximum or a range. You must input both hours and minutes

Criteria	Activity
Report/Release	Search for sequences that report or release at specific times. You can enter report time, release time, or both. You must input both hours and minutes.
Deadhead	Searches for sequences with at least one deadhead leg anywhere within the sequence
One Leg First/Last	Searches for sequences that have one leg on the first or last day. Can be combined.
Number of Duty Periods	Searches for a specific number of duty periods
Title	Searches the title field for specific text
Employee ID	Searches for full or partial employee ID number
Comments	Searches the comments field for specific text
Red Flag	When checked returns ONLY red flag sequences

HOW TO EDIT OR DELETE A POST

Edit or delete a post

1. Click My Transactions
2. Locate the desired transaction under My Posted Transactions
3. Click the down arrow icon
4. Select Edit or Delete
5. Make the desired changes to the post
6. Click Confirm And Post
7. Click Post on Are you sure pop-up



My Posted Transactions Trade History Trade Board

Trade	Title	Seq/Orig Dt	Pos	Report	Lang	RON	Emp ID	Status
Public - Drop	test	17871/28Oct	03	0810/28	No	MEM-DTW-		Posted
Public - Trade SEQ	Trade for later report time	17871/28Oct	03	0810/28	No	MEM-DTW-		Posted

You are dropping

Sequence Hotels / Shuttles

17871

Report: 28 Oct 0810 Pos: 03 TAFB: 49:40 Credit: 16:15 RON: MEM-DTW-
 Release: 30 Oct 0950 Spkr: No Block: 16:10 Days: 3 Legs: 3-2-1

Additional Comments
 ONE leg home!

Created: 19Oct 1655 Expiration: 28Oct 0810 Delete Edit

4

You are dropping

Sequence Hotels / Shuttles

17871

Report: 28 Oct 0810 Pos: 03 TAFB: 49:40 Credit: 16:15 RON: MEM-DTW-
 Release: 30 Oct 0950 Spkr: No Block: 16:10 Days: 3 Legs: 3-2-1

Title:

Additional Comments:

Confirm And Post

5

6

Are you sure?

Any changes made to your schedule as a result of this transaction are final. Would you like to post?

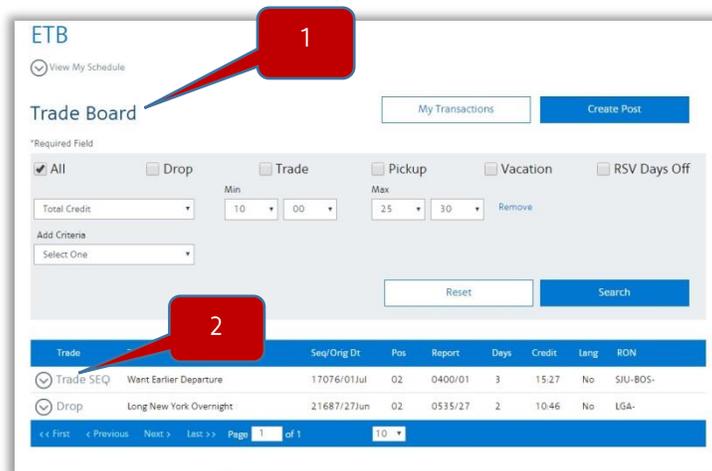
Cancel Post

7

HOW TO PROCESS TRANSACTIONS

Accepting a public trade

1. Search ETB to find the trade you are interested in accepting
2. Click the down arrow icon next to the trade you want to accept. The Private Trade button appears
3. Choose Private Trade
4. Complete the form with your information
5. Click Submit
6. Add Title and/or Comments if desired
7. Click Confirm And Post
8. On the Are you sure pop-up, click Post
9. NOTE: The Original flight attendant must accept trade request for the trade transaction to complete



ETB

View My Schedule

Trade Board

My Transactions Create Post

*Required Field

All Drop Trade Pickup Vacation RSV Days Off

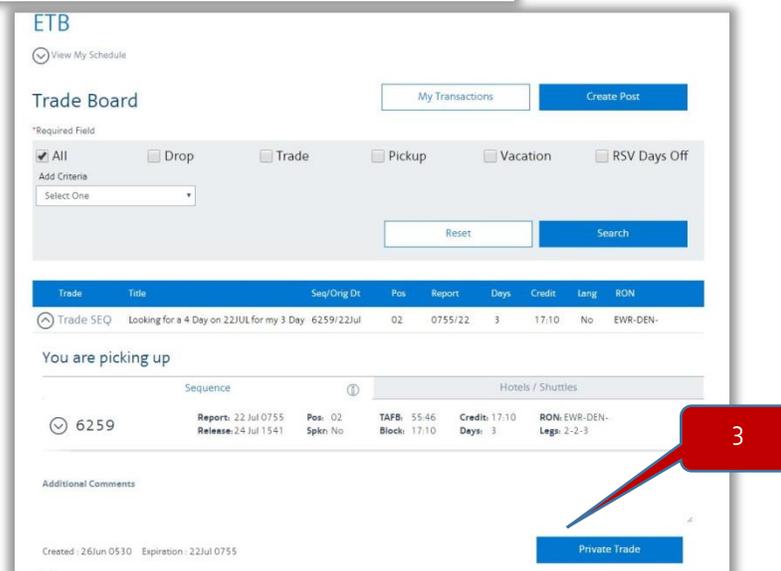
Total Credit: [Dropdown] Min: 10 [Dropdown] 00 [Dropdown] Max: 25 [Dropdown] 30 [Dropdown] Remove

Add Criteria: Select One [Dropdown]

Reset Search

Trade	Seq/Orig Dt	Pos	Report	Days	Credit	Lang	RON
Trade SEQ Want Earlier Departure	17076/01Jul	02	0400/01	3	15.27	No	SIU-BOS-
Drop Long New York Overnight	21687/27Jun	02	0535/27	2	10.46	No	LGA-

<< First Previous Next >> Last >> Page 1 of 1 10



ETB

View My Schedule

Trade Board

My Transactions Create Post

*Required Field

All Drop Trade Pickup Vacation RSV Days Off

Add Criteria: Select One [Dropdown]

Reset Search

Trade	Title	Seq/Orig Dt	Pos	Report	Days	Credit	Lang	RON
Trade SEQ	Looking for a 4 Day on 22JUL for my 3 Day	6259/22Jul	02	0755/22	3	17.10	No	EW-R-DEN-

You are picking up

Sequence	Hotels / Shuttles
6259	

Report: 22 Jul 0755 Pos: 02 TAFB: 55.46 Credit: 17.10 RON: EW-R-DEN-
Release: 24 Jul 1541 Spkn: No Block: 17.10 Days: 3 Legs: 2-2-3

Additional Comments

Created: 26Jun 0530 Expiration: 22Jul 0755

Private Trade

American Airlines Crew Portal | Jane Stew | Last Updated: 22:49 CDT | Log out

My Schedule | Monthly Bids | Daily Bids | ETB | Reports | News | Links

ETB

Create Post

My Transactions | Trade Board

*Required Field

Drop | Pickup | Trade Seq | Vacation | RSV Days Off

Post Type* Trade Seq* Expiration Date* Expiration Time*

Sequence (Drop)* Origination Date*

Add Sequence To Transaction (Optional)

Sequence (Pick up)* Origination Date*

You are dropping

Sequence | Hotels / Shuttles

17871

Report: 28 Oct 0810 Pos: 03 TAFB: 49:40 Credit: 16:15 RON: MEM-DTW-
 Release: 30 Oct 0950 Spkr: No Block: 16:10 Days: 3 Legs: 3-2-1

Title:

Additional Comments:

Drop | Pickup | Trade Seq | Vacation | RSV Days Off

Post Type* Trading With (Employee ID)* Expiration Date* Expiration Time*

Sequence (Drop)*

You are dropping

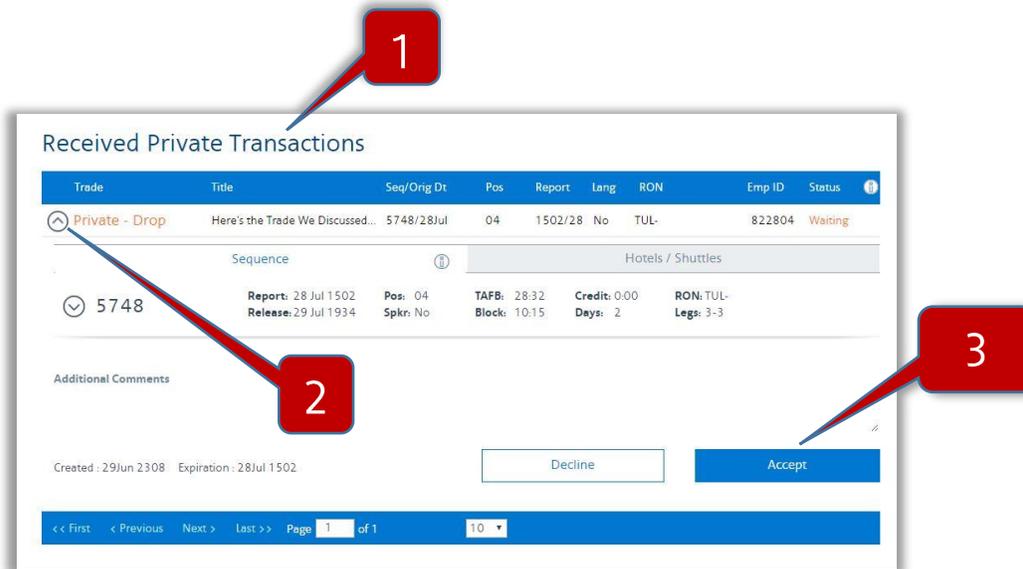
17871

Report: 28 Oct 0810 Pos: 03 TAFB: 49:40 Credit: 16:15 RON: MEM-DTW-
 Release: 30 Oct 0950 Spkr: No Block: 16:10 Days: 3 Legs: 3-2-1

Are you sure?
 Any changes made to your schedule as a result of this transaction are final. Would you like to post?

Accepting private transactions

1. Go to the My Transactions Page and look under Received Private Transactions
2. Click the down arrow icon next to the desired transaction. The Accept and Decline buttons appear
3. Click Accept (choose decline if you do not wish to accept the transaction)
4. Click Accept on the Are you sure pop-up



The screenshot shows the 'Received Private Transactions' interface. A red callout '1' points to the 'Private - Drop' transaction. A red callout '2' points to the dropdown arrow next to the transaction ID '5748'. A red callout '3' points to the 'Accept' button.

Trade	Title	Seq/Orig Dt	Pos	Report	Lang	RON	Emp ID	Status
Private - Drop	Here's the Trade We Discussed...	5748/28Jul	04	1502/28	No	TUL-	822804	Waiting

Sequence: 5748

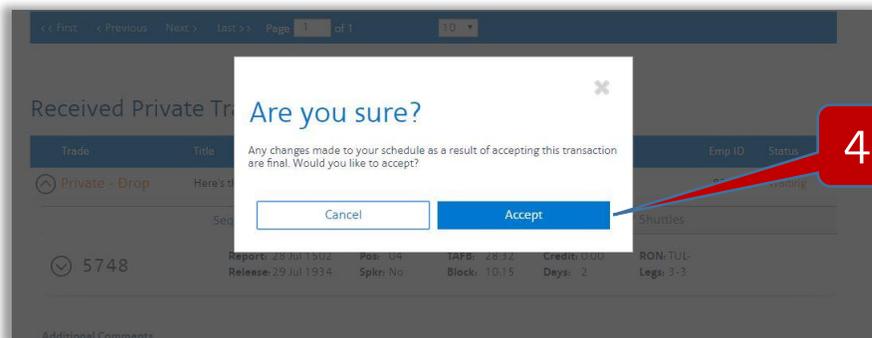
Report: 28 Jul 1502 Pos: 04 TAFB: 28:32 Credit: 0:00 RON: TUL-
 Release: 29 Jul 1934 Spkr: No Block: 10:15 Days: 2 Legs: 3-3

Additional Comments

Created: 29 Jun 2308 Expiration: 28 Jul 1502

Buttons: Decline, Accept

Page 1 of 1



The screenshot shows a confirmation pop-up titled 'Are you sure?' with the text: 'Any changes made to your schedule as a result of accepting this transaction are final. Would you like to accept?'. A red callout '4' points to the 'Accept' button in the pop-up.

Buttons: Cancel, Accept

RESERVE RULES

You may use ETB to post and search for reserve days-off trades. These trades are processed through ETB as usual. Any requests for trades must still conform to the JCBA rules for reserve days-off.

- No more than 6 days of consecutive reserve availability
- No less than 3 days of reserve availability
- Minimum of 2 days off in a row
- Maximum of 8 days off in a row

ETB will conduct a legality check and will approve any transactions that meet JCBA requirements.

In addition, during the daily ROTA (Reserve Open Time Assignment) run, days-off trade requests will be queued.

The deadline for requesting a days off trade is 1445 on the day prior to the requested day-off.

Reserves may also use ETB to pick up supplemental flying on their days off. Generally picking up trips on days-off requires you to originate after 1000 and release by 1800, however you may contact crew scheduling to be released to pick up flying that originates before 1000. This would include multiple pairings and double-ups.

In addition, it may be possible for a reserve flight attendant to drop a reserve assignment via ETB. Doing so will lower your reserve guarantee by the value of the trip. Dropping a reserve sequence also results in a placeholder that prevents crew scheduling from assigning flying during the footprint of the trip. Once a reserve trip is dropped you are not available to crew schedule and you may not pick up flying during the footprint of the dropped trip.

VACATION TRADE RULES

ETB may also be used to trade vacation days (PBS bases) or vacation blocks (non-PBS bases). You create vacations posts or search for a vacation trade just like you do for other types of transactions.

For PBS bases vacation day trades are processed through ETB automatically and will be reflected immediately on your schedule. Any trades cannot create an additional grouping of 3 or less days. For example: you accrued 12 days of vacation and bid a block of 9 days and a block of 3 days. You could not take 3 days from the 9 day block to trade with another flight attendant because that would create an additional group of 3 days. If you do not have a vacation grouping of 3 days or less you may trade into one.

For non-PBS bases, you may post, search and input the trade in ETB, but the actual trade

will be accomplished manually by your base planner. Just like today you may trade only whole vacation periods. The actual number of days does not need to be equal but the size of the vacation block must be the same. *For example : trading Jan AB for Mar CD would be allowed, but Jan AB for Mar C would not.*

The deadline for submitting a vacation trade is the 5th of the month prior to the vacation. In other words, if you want to trade your January vacation for a March vacation, it must be input by Dec 5th.

ETB TIMELINE

ETB is a real-time system. This means that when you input a transaction your schedule is updated within seconds. However, it may take up to two minutes for the Crew Portal calendar to show ETB activity. In addition, there are times when ETB does not process transactions immediately. One of these times occurs on a daily basis during the overnight hours. The other occurs monthly and is related to bid awards.

Daily

Each night ETB will not process transactions while TTS awards are processing. This occurs during the hours of 2300 – 0400 home base time. Having both systems run at the same time could result in conflicts. TTS allows flight attendants to trade with open time and other flight attendants simultaneously. Remember, it's possible that you could be trying to trade or drop your sequence in TTS and also be trying to trade or drop the same sequence on ETB. During this window your transactions are queued and are processed following the nightly TTS run.

All other features of ETB are available while TTS is processing. You can post and search, and even input transactions, but transactions will be held in time stamped order and will process once TTS is complete.

Monthly

PBS Bases

While PBS is processing bid awards ETB will reject any transaction that touches the last 3 days of the current contractual month. This reduces the number of month to month conflicts with your PBS award. Once PBS awards are posted this restriction is lifted. Because these transactions are rejected you will need to input them again once bid awards are posted.

Non-PBS bases

There is no restriction on trading that touches the last 3 days of the current contractual month for non-PBS Bases.

LEGALITIES

30 in 7

ETB transactions do not affect 30 in 7.

35 in 7 (Reserves)

ETB transactions do not affect 35 in 7 for reserves.

Contractual and FAR rest

It is possible to trade for or pick-up sequences that have less than contractual rest provided you have at least FAR rest (8 or 10 hours depending on your flying) plus a buffer of one and a half hours. You can use this to your advantage in order to be more productive. However, ETB does not notify you that the transaction has less than contractual rest, so it is important to know your legalities. If you trade into a sequence with less than contractual rest, you can be required to go to FAA minimum rest in actual operations.

Double Ups

It is also possible to trade for or pick-up double up sequences. A double up cannot exceed contractual on duty limitations but can have as little as 30 minutes between release of the first sequence and report for the second. This is another way to make your flying more productive if you choose. ETB does not notify you that you are about to trade for or pick-up a double up sequence.

MY TRANSACTIONS/MY HISTORY

Clicking on the My Transactions button will take you the My Transactions page.

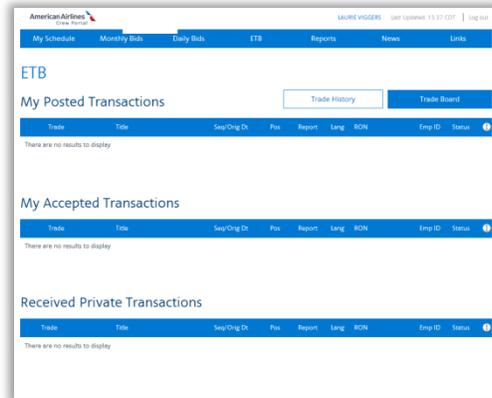
Information on this page is divided into three sections: My Posted Transactions, My Accepted Transactions, and Received Private Transactions.

My Posted Transactions include anything you personally posted on ETB.

My Accepted Transactions includes anything you have taken action on – drops, pick-ups, trades.

Received Private Transactions are items you have received through ETB that you may take action on. Received Private Transactions are requests from other flight attendants who may be waiting on your response. Remember, a transaction will not complete until it has been posted by one Flight Attendant AND accepted by another.

My History contains the same sub-categories as My Transactions. Items are automatically moved to My History after they expire.



ETB AND YOUR CREDIT WINDOW

ETB transactions will increase or decrease your TTS/UBL Max, but do not affect your credit window. Your TTS/UBL Max is a result of your bid award.

NOTE: Due to the Presidential Grievance settlement, the TTS/UBL Max will be 115 hours for all flight attendants at all bases until PBS is fully implemented. The following chart reflects JCBA language.

Bid Award	TTS/UBL Max
90.00 or less	100
90.01 or more	115

Your credit window is the difference between your monthly bid award and your TTS/UBL Max. Your credit window will change based on TTS and UBL activity and actual flying. You may pick-up or trade for any amount of time through ETB provided you are legal; there is no upper limit. For non-PBS Bases you may use ETB to drop below 40 hours if you desire. For PBS bases, ETB will not process transactions dropping you below 40 hours.

It's important to remember that if you drop hours through ETB, you will be limited to picking up sequences using TTS by your credit window. For example: if you were awarded an 80 hour bid line, your TTS/UBL MAX would be 100 hours and your credit window would be 20 hours. If you dropped all 80 hours of your bid award by using ETB, your credit window has not changed and you could only pick-up 20 hours via TTS. Any additional hours would need to come from ETB.

KEY DEFINITIONS

Criteria

Criteria may be used to search for desired posts on the trade board. You may use one or more criteria at a time. You'll find more information in the *How to Sort and Search* section of the guide.

- Date
- Number of calendar days
- Domestic/NIPD/IPD
- RON
- Position
- Purser
- Speaker
- Total Credit
- Sequence number
- Co-Terminal/Satellite
- Equipment
- Layover rest
- Report/Release
- Deadhead
- One Leg First/Last
- Number of Duty Periods
- Title
- Employee ID
- Comments
- Red Flag

Not Accepting Trade Request

A preference you may set to avoid receiving private or crew requests. You may set this on sequence by sequence basis. On the My Schedule calendar in Crew Portal, click in the date box (*note: don't click on the sequence itself but the date*) selecting the specific sequence you want to set as not accepting trade requests. Choose Not Accepting Trade Request from the pop-up . The sequence number changes from white to black.

Post type

A way to control who is able to see the posts you create

Public posts

Public posts on ETB may be seen by anyone searching the trade board

Private posts

Can May only be seen by the person to whom they are sent

Crew posts

A crew post is sent to every flight attendant on a specific sequence. Anyone who has set their **Not Accepting Trade Request** preference for that sequence will not receive a trade request.

Queued

When transactions are queued they are time-stamped in the order they are received and held for processing when the nightly TTS run is complete at 0400 HBT. Transactions are processed in the order they are received.

Report/Release

Report time and release time for your sequence. These times are distinct from departure and arrival times. Report and release times are based on the type of flying (i.e. Domestic, NIPD, IPD)

RON

Remain Overnight simply means your layover city. When looking at the trade board, a RON displays in a certain format:

- **(JFK)** a city in parenthesis indicates a turn around, or out and back
- **JFK-** a city with a dash indicates a layover of less than 24 hours
- **JFK/** a city with a forward slash indicates a layover of more than 24 hours

KEY DEFINITIONS

Double Up

Two sequences operating within one duty period with a minimum of 30 minutes between the release of the first sequence and the report of the second sequence. The two sequences are not required to have legal rest between. A double up could possibly span over two calendar days.

Example: Maria is a DFW based Reserve Flight Attendant. Her last duty period for her three day trip reports Monday morning in LAS at 0800 HBT and she is released in DFW at 1200 HBT. Maria elected to double up an additional sequence for the same day reporting at 1300 HBT with one leg to SAN. Her release in SAN is at 1345 HBT. Maria's report time for the entire day was at 0800 HBT and was released that afternoon at 1345 HBT. Maria's duty time for the day was 7:45. Maria was able to double up her two sequences because her duty period for both sequences fits within one legal duty period.

Duty Period

A duty period is one working period of time from report time to release time. A duty period may include flight segments and/or deadhead segments, and can overlap more than one calendar day.

ETB (Electronic Trade Board)

A real time, electronic system used to pick up, drop and trade sequences between flight attendants on a first-come first-served basis. Reserves may also utilize this system to trade days off.

Flex Days (FD)

Scheduled days off in a reserve line on which the reserve can be assigned a sequence. A reserve will be awarded 4 flex days.

Generic Items

Properties used to bid for sequences that follow specific criteria.
Example: 3 day sequence, Red Eye sequence, IPD sequence, etc.

Golden Day (GD)

Scheduled days off in a reserve line that may not be moved without mutual consent of the reserve and Crew Schedule. A reserve will be awarded 8 golden days.

Rules and pay.

Home Base Time (HBT)

The current time of your home/crew base. This is the actual time in the domicile to which you are assigned.

Home Domicile

The location designated where your pairings normally begin/end, also known as your base.

IPD

International Premium Destination.

Monthly Guarantee

Reserves have a 75 hour monthly pay guarantee.

Multiple Sequence

Two sequences operating within the same calendar day that are separated by legal rest plus 45 minutes. At your option, you may waive your rest.

Example: John is a PHL based Reserve Flight Attendant. He is released from his sequence in PHL at 0700 HBT. John bids for and is awarded a sequence that reports at 2000 HBT that evening. John has

had legal rest between the two sequences and both sequences are operating within the same calendar day.

NIPD

Non-International Premium Destination.

ODAN (On-Duty All-Nighter)

A sequence that operates over two calendar days with one single duty period. The sequence does not consist of more than two scheduled flight segments that are separated by a scheduled break.

ONE (Operational Notification Engine)

The notification engine used to send flight attendants alerts on things like gate swaps, schedule changes, delays and cancellations. By default, ONE sends messages through Mobile CCI and/or your AA company email. At your option, you may also opt-in to SMS (text) notifications.

Reserve Operating Day

Follow up. The hours between 0200 HBT and 0159 HBT of the following day.

Pay No Credit

Pay that is above monthly guarantee. These hours do not count for purposes of calling out of time.

Pay With Credit

Pay that goes toward the monthly guarantee.

RAP (Reserve Availability Period)

12 hour availability window a reserve is on call for. Your base may have up to 4 RAPs designated by letters (i.e. RAP A, RAP B, RAP C, RAP D). You could possibly have two RAPs that operate on two different reserve days for a total of 24 hours on call. You may not be assigned/awarded two RAPs within one operating day.

Red Eye

Any sequence with a duty period scheduled to touch 0100-0101 home base time (HBT).

Red Flag Sequence

A sequence that has been designated as critical coverage in open time. These sequences are paid at 150% and credited at 100%.

ROC (Remain On Call)

An option to be excluded from sequence and standby award/assignment during future processing. This could allow you to be placed on a RAP instead of being awarded/assigned a sequence or standby. This can be used instead of or in conjunction with bidding for a sequence or standby.

RON (Remain Over Night)

Period of time between duty periods within a sequence. Also referred to as a layover.

Speaker

A flight attendant that holds a qualification for a specific language.

Specific Sequence

A sequence that has a specific sequence ID, specific scheduled duty periods, and scheduled segments. These sequences are searchable in the system.

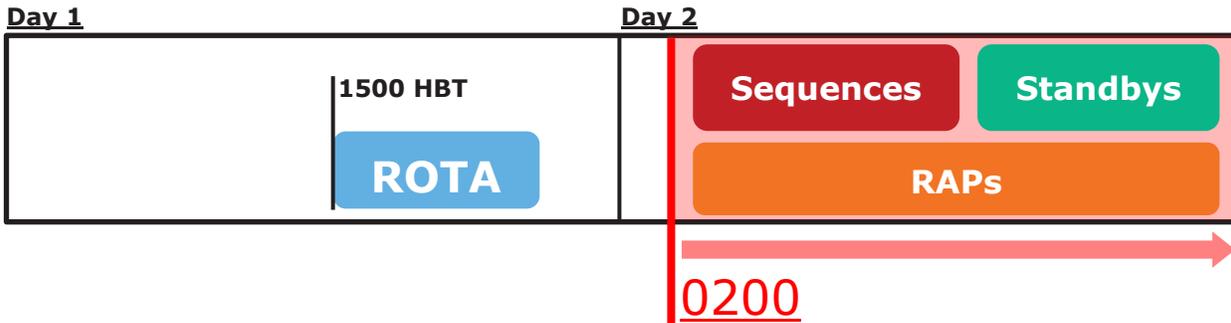
Waiver

An option used to waive a contractual default. Waivers in the system include:

- Waive 35/7
- Waive Home Base Rest
- Award into FD/GD
- Allow Multiple Sequence Award
- Allow Double Up

RESERVE BIDDING TIMELINE

Reserve Open Time Assignment (ROTA) Processing Time



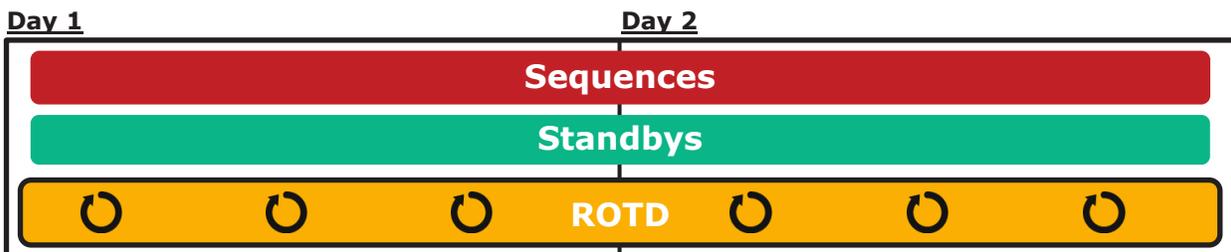
ROTA processes *once per day* at 1500 HBT and is complete no later than 1930 HBT.

After processing is complete, results will be posted to Crew Portal and Mobile CCI. If you have opted into mobile notifications you will receive a notification with your award/assignment.

- Processing times may vary by base depending on the number of open sequences, standby shifts and the number of Reserves participating in the ROTA run
- ROTA processes all sequences, standby shifts and Reserve Availability Periods (RAPs) that report between 0200 HBT of the following day and 0159 HBT of the subsequent day

Note: Sequences are offered to lineholders up to 1500 HBT (prior to ROTA processing) through TTS/UBL. For additional information on TTS/UBL refer to the TTS/UBL Guide.

Reserve Open Time Assignment – Daily (ROTD) Processing Time



ROTD processes periodically throughout the day; ROTD runs any number of times per day.

- ROTD processes any open sequences and standby shifts for the *current day*
- ROTD *also* processes any sequences and standby shifts for the following day if they open after ROTA has processed

Note: Sequences are offered to lineholders prior to ROTD processing through TTS/UBL. For additional information on TTS/UBL refer to the TTS/UBL Guide.

BASIC RESERVE CONCEPTS

Aggressive and Non-Aggressive Reserves

An aggressive reserve is a reserve that has placed a bid during day-of processing (ROTD). Aggressive reserves are processed before non-aggressive reserves in seniority order within their RAP, during day-of operations. You may “go aggressive” for a specific sequence, generic sequence or standby shift. You may bid to “go aggressive” at any time during or before your RAP. You may “go aggressive” on your reserve days and on your days off. You may also place a current or standing aggressive bid. Reserves who are awarded a sequence through aggressive processing will not receive ASG clicks (see below) for that sequence. See the reports section for further details.

Note: Aggressive hours above your first 40 hours of the month are not considered towards timing out.

A non-aggressive reserve (regular reserve) is a reserve that has not placed any bids for daily processing. This is explained in further detail in the reports section.

Regular reserves are processed in the following order:

1. Number of reserve days available
2. Number of ASG clicks in ascending order
3. Reverse seniority order

ASG Indicator (Click)

A number designation that indicates the number of times a Reserve has been assigned a sequence from Daily Scheduling (ROTD). You receive one ASG click for each calendar day your sequence touches. Clicks only apply for the contractual month in which your sequence originates. Clicks are used, in part, to determine your position on the daily call out report.

You will not receive clicks if:

- You receive the sequence through an aggressive award
- The sequence is awarded through Future Processing (ROTA)
- You are unable to report for the sequence that has been assigned to you

Assignment and Award

An assignment is when you are assigned a sequence that you did not submit a bid for during future and/or daily processing. If the sequence is assigned to you during ROTA (future processing) you will not receive any ASG clicks. If the sequence is assigned to you during ROTD (daily processing) you will receive ASG clicks.

An award is when you are awarded a sequence that you submitted a bid for during future and/or daily processing. Sequences may be awarded during ROTA (future processing) or ROTD (daily processing). You will only be awarded a sequence through daily processing if you have submitted an aggressive bid. You will not receive ASG clicks for sequences awarded to you through daily or future scheduling.

Future and Daily Bidding

Bidding is separated between future and daily bidding. Future bidding is when you place a bid for a sequence originating on the following day beginning at 0200 HBT. Daily bidding is when you place an aggressive bid for any sequence during day-of operations up to 0200 HBT of the following day.

Future Scheduling (ROTA)

The processing of sequences in open time for the following day. You have the option of bidding for generic sequences, specific sequences, Remain On Call (ROC), standby, and RAP preferences. Bids are required to be placed for future processing prior to 1500 HBT.

Daily Scheduling (ROTD)

The processing of sequences in open time during day-of operations. You have the option of bidding for specific sequences, generic sequences, and standby shifts during daily processing. This is also known as “going aggressive.” Day-of-operations is considered as the time during your RAP.

Reserve Availability Period (RAP)

A RAP, also known as Reserve Availability Period, is the 12 hour window of availability for which you are on call. RAPs are designated by letter (A,B,C and D), and your base may have fewer than 4 RAPs. RAPs may span over two calendar days. You may place a standing or current bid for a RAP. RAP awards and assignments are processed in seniority order. Once you are awarded or assigned a RAP it will appear on your monthly schedule in Crew Portal.

Note: You may be called out for a sequence (once your RAP begins) no less than 2 hours (3 hours for co-terminals) before report. Additionally, you may be assigned a sequence during your RAP that reports no later than 2 hours after the end of your RAP.

Remain on Call (ROC)

A bid type that allows you to be placed on a RAP when ROTA processes instead of being awarded/assigned a sequence or standby. After all sequences and standbys have been awarded and/or assigned, you will be awarded or assigned a RAP.

Reserve Open Time Assignment/Award (ROTA)

The system that awards and assigns sequences, standbys, and RAPs for future operations.

Reserve Open Time Assignment/Award Daily (ROTD)

The system that awards aggressive reserve bids and assigns sequences and standbys during day-of operations.

Current Bids and Standing Bids

A current bid is a bid that stays in the system for a single operating day. A operating day is from 0200 of the current day to 0159 of the next day. These bids override standing bids. Once you place a current bid, your standing bid will not be considered.

For example:

- A current speaker bid will override a standing speaker bid
- A current regular bid will override a standing regular bid
- A current RAP bid will override a standing RAP bid

Bids in the following categories are considered current bids:

- Future Bids (ROTA)
- Aggressive Bids (Daily)
- Pick Up on FD/GD Bids (ROTA)

A standing bid is a bid that you can put in once and it stays in the system until you remove it. These bids can be different types of bids, but the concept is the same for all; it will stay in the system until you choose to remove it. An important thing to note is that once you input a current bid your standing bid will not be considered.

Bids in the following categories are considered standing bids:

- Standing Future Bids (ROTA)
- Standing Aggressive Bids (Daily)

Standby

A shift where you serve reserve in uniform at the airport with a specific report and release time. Shifts can be 4 or 6 hours.

Standby Clicks

A number designation that indicates the number of times a Reserve has been assigned a standby. You will receive one standby click for each time Crew Schedule assigns you standby. You will not receive a standby click if you bid for and are awarded that standby shift.

Note: You will receive ASG clicks for sequences assigned to you during your standby.

Trading Standby Shifts

You may trade a standby shift with another reserve that has a standby shift for the same operating day. These trades are made by calling Crew Schedule.

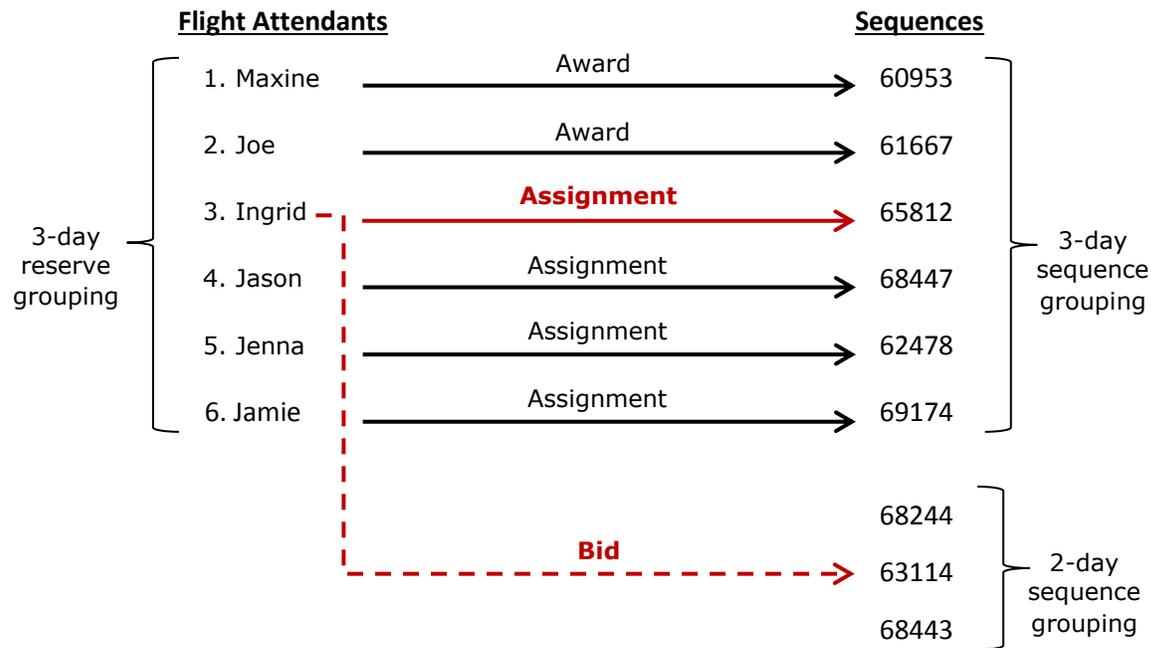
Future Awards, Assignments and Groupings

During future processing, you are grouped by the number of reserve days for which you are available. For example, if you are available for 4, 5 or 6 days you will be in the 4-day reserve grouping. Similarly, open sequences are grouped by the number of calendar days the sequences touch; all 3-day sequences will be grouped together. Your grouping may become closed if the number of open sequences is greater than or equal to the number of reserves in your corresponding grouping. ROTA processes by grouping and seniority. If you are in a closed grouping and you bid for a sequence in a grouping that does not equal your days of availability, you will not be awarded your preference. This means that if you are in a closed group you will be assigned a sequence in that group instead of being awarded the sequence you bid for.

Example 1: Closed Grouping

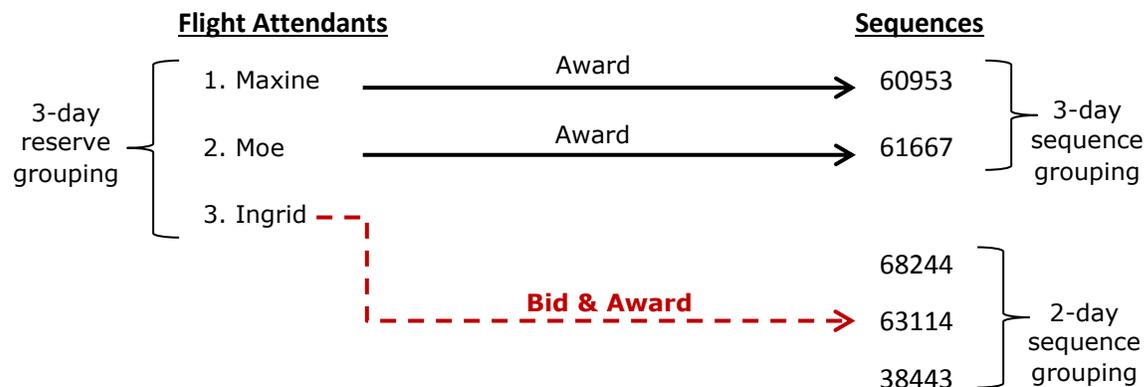
Ingrid is available for 3 days. She is in the 3-day reserve grouping. There are 6 reserves total that are available for 3 days. Additionally, there are six 3-day sequences in open time. Ingrid chooses to bid for a 2-day sequence. If her grouping is closed when ROTA gets to her seniority, Ingrid will be assigned a 3-day sequence because there are not enough reserves to cover the 3-day sequences.

Note: Groups may alternate between opened and closed as ROTA processes.



Example 2: Open Grouping

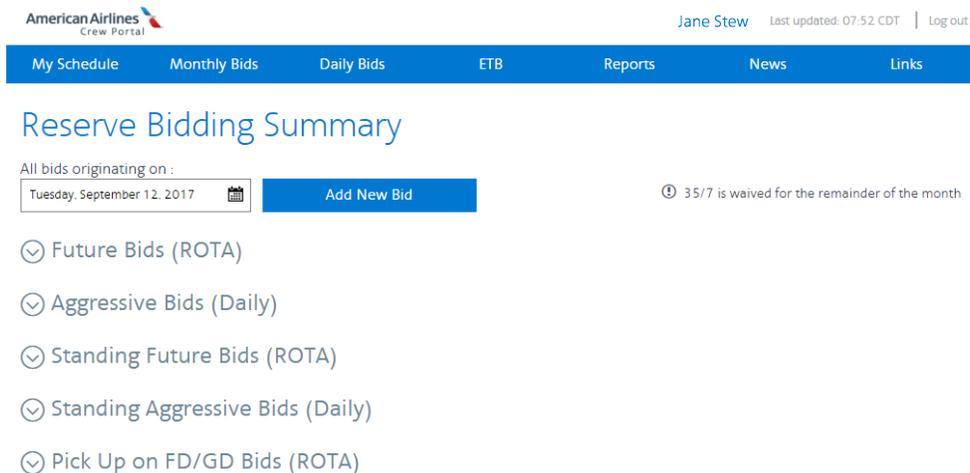
If the grouping is open when ROTA gets to Ingrid's seniority she may be awarded her 2-day bid because there are enough 3-day reserves to cover the remaining open 3-day sequences.



ENTERING A BID

Reserve Bidding Summary Tabs Overview

After logging in, the main screen will appear: Reserve Bidding Summary. This is the location where all of your bids are kept.



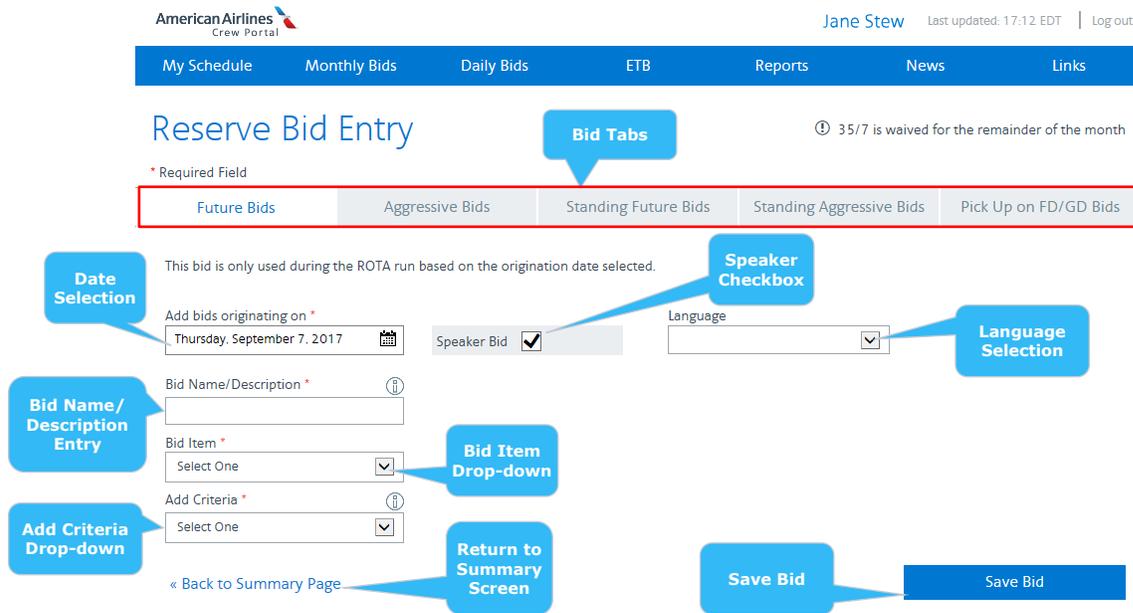
Below is a description of the five tabs on the Reserve Bidding Summary screen.

- **Future Bids (ROTA)** – This section is for bids for the following operating day. You will use this section to manage your bids for a sequence, RAP, standby or ROC for the next day. These bids stay in the system for a single day
- **Aggressive Bids (Daily)** – This section is for aggressive bids for the current operating day. You will use this section to manage your bids for a sequence for the current day. These bids stay in the system for a single day. **Any bid for the current operating day is considered an aggressive bid**
- **Standing Future Bids (ROTA)** – This section is for standing bids for the following operating day. These bids stay in the system until you decide to remove them
- **Standing Aggressive Bids (Daily)** – This section is for standing aggressive bids for the current operating day. These bids stay in the system until you decide to remove them
- **Pick Up on FD/GD Bids (ROTA)** – This section is for sequences originating and ending on Flex Day/Golden Day. You will use this section to manage bids for a sequence for the following operating day. These bids stay in the system for a single day

Clicking the 'Add New Bid' button on the Reserve Bidding Summary screen will take you to the Reserve Bid Entry screen.



Reserve Bid Entry Screen Overview



The screenshot shows the 'Reserve Bid Entry' screen in the American Airlines Crew Portal. At the top, there is a navigation bar with links for 'My Schedule', 'Monthly Bids', 'Daily Bids', 'ETB', 'Reports', 'News', and 'Links'. The user is identified as 'Jane Stew' and the page was last updated at 17:12 EDT. A notification indicates that 35/7 is waived for the remainder of the month.

The main content area features a 'Reserve Bid Entry' title and a 'Bid Tabs' section with five tabs: 'Future Bids', 'Aggressive Bids', 'Standing Future Bids', 'Standing Aggressive Bids', and 'Pick Up on FD/GD Bids'. The 'Future Bids' tab is currently selected.

Below the tabs, there are several input fields and buttons:

- Date Selection:** A calendar icon and a text field showing 'Thursday, September 7, 2017'. A callout explains that this bid is only used during the ROTA run based on the origination date selected.
- Speaker Checkbox:** A checkbox labeled 'Speaker Bid' which is checked. A callout points to it.
- Language Selection:** A drop-down menu for selecting a language.
- Bid Name/Description Entry:** A text input field for the bid name/description.
- Bid Item Drop-down:** A drop-down menu with 'Select One' selected.
- Add Criteria Drop-down:** A drop-down menu with 'Select One' selected.
- Return to Summary Screen:** A button with a left-pointing arrow and the text 'Back to Summary Page'.
- Save Bid Button:** A blue button labeled 'Save Bid'.

Navigating the Reserve Bid Entry Screen

The Reserve Bid Entry screen contains a calendar and bid tab headers.

- **Bid Tabs** – Allows you to select what type of bid you would like to place. These five tabs correspond with the five tabs on the Reserve Bidding Summary screen
- **Date Selection** – The date selection area used to determine the day you would like to bid for
 - Future Bids, Pick Up on FD/GD Bids: The date used for these tabs are for the following operating day. You may bid up to 7 days in the future and you may look back 90 days to see historical bids.
 - Aggressive Bids: The date used for this tab is for the current operating day
- **Speaker Checkbox** – Use this checkbox to bid for a speaker position. This option will only be available for individuals with a speaker qualification
- **Language Selection** – This drop-down is used to select the specific language you would like to use in your bid
- **Bid Name/Description Entry** – This field is for **your reference only** and is not used in processing or awarding your bid. You should name your bid something that you can easily identify. For example: Generic 3-day, 25 hour Denver layover, etc.

Note: Crew schedule will be able to see what you title your bids.
- **Bid Item Drop-down** – This drop-down menu is used for selecting the type of bid you would like to submit
- **Add Criteria Drop-down** – This drop-down menu is used for selecting the criteria for each bid item type
- **Return to Summary screen** – This link takes you back to the Reserve Bidding Summary screen
- **Save Bid Button** – This button saves your bid and places it in the appropriate category on the Reserve Bidding Summary screen

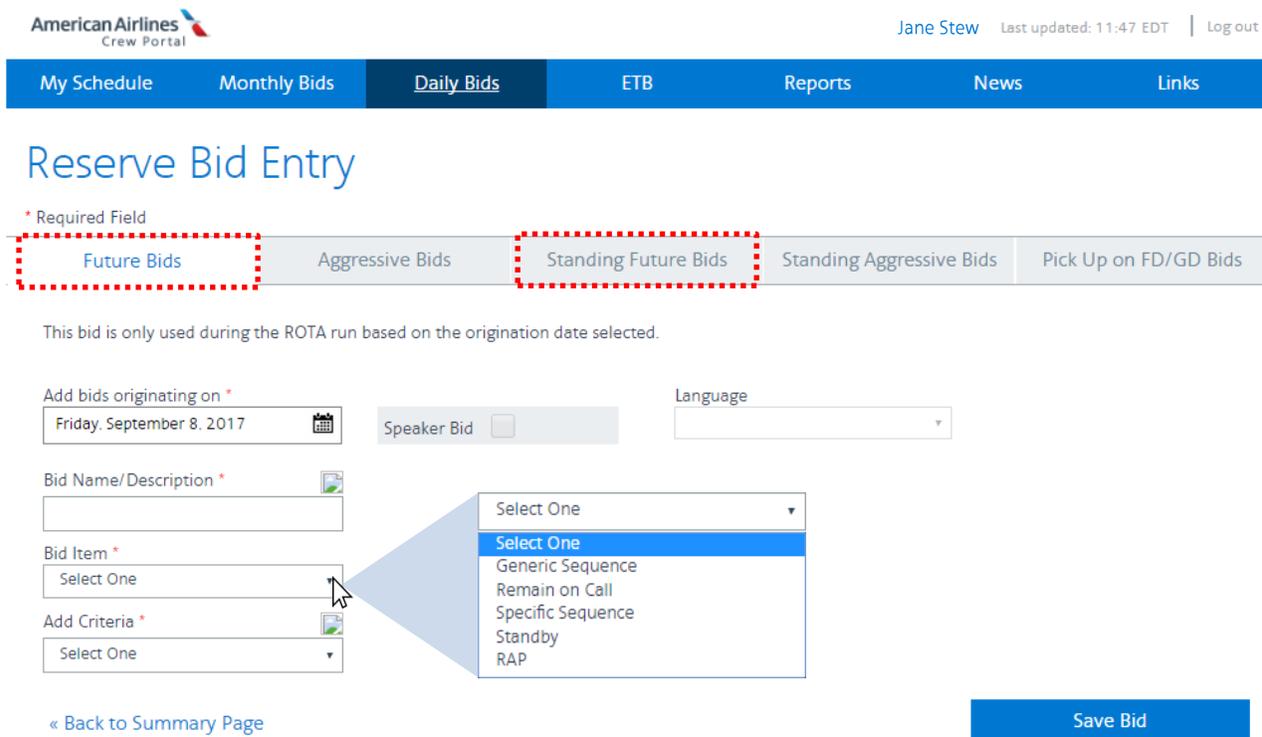
FUTURE BIDDING – ROTA

Future Bidding Summary

You may bid for generic sequences, specific sequences, ROC (Remain on Call), standbys and RAPs (Reserve Availability Periods) originating on the following operating day. The sequences and standbys that are considered for the ROTA run are those that originate on the following day after 0200 HBT. If you are awarded/assigned a sequence through ROTA you will not receive any ASG clicks. ASG clicks are used in part to determine your position on the daily callout report. Clicks are explained in further detail in the reports section.

*Note: Sequences that are awarded or assigned through ROTA are considered **pay with credit**. This means that any hours for these sequences go toward your monthly guarantee and towards calling out of time.*

You may place future bids using the 'Future Bids' tab and the 'Standing Future Bids' tab.



Bid Input

The following are available bid options in the 'Future Bids' tab and the 'Standing Future Bids' tab.

To see details on the bid options, click on the links below or turn to the appropriate page number.

Future Bids

- [Generic Sequence](#) Pg. 72
- [Remain on Call](#) Pg. 74
- [Specific Sequence](#) (not available for Standing Future Bids) Pg. 75
- [Standby](#) Pg. 78
- [RAP](#) Pg. 80

Note: The difference between 'Future Bids' and 'Standing Future Bids' is that you do not have the option to bid for specific sequences in the Standing Future Bids tab.

AGGRESSIVE BIDDING – DAILY

Aggressive Bidding Summary

You may bid for generic sequences, specific sequences, and standbys that originate on the current operating day. Sequences and standbys that are considered are those that open after ROTA has processed. This means that any sequences after future processing (ROTA) that go into open time are considered for daily processing (ROTD). These sequences are awarded and assigned during your RAP.

Any bids placed during daily processing is considered an aggressive bid.

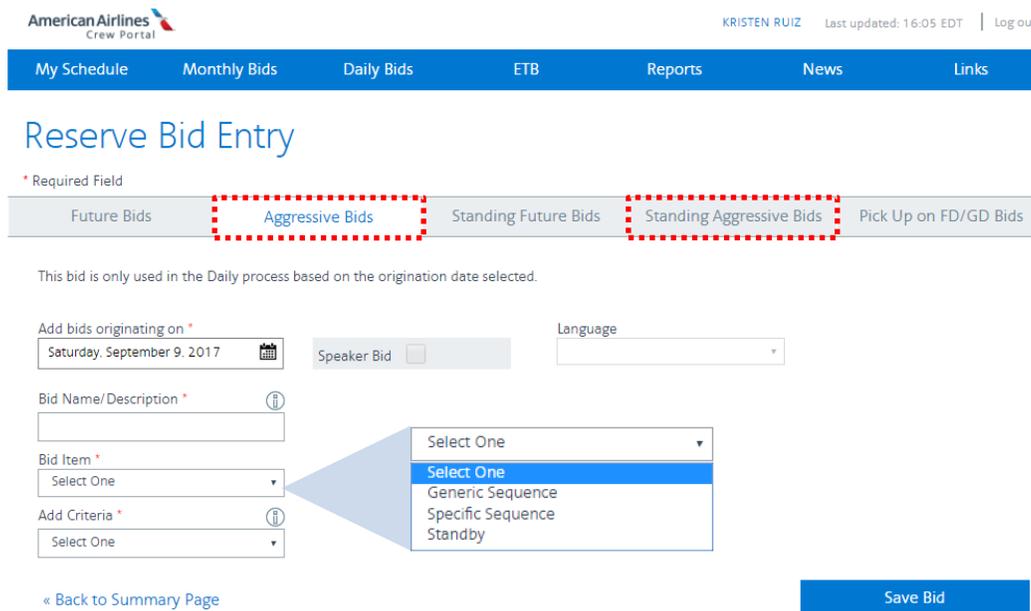
Aggressive bids are entered in the 'Aggressive Bids' and 'Standing Aggressive Bids' tabs. Aggressive means you want to be processed prior to other non-aggressive reserves and you are processed in seniority order within your RAP. Reserves who have been awarded an aggressive sequence through daily processing will not receive ASG clicks for these sequences.

*Note: Sequences that are awarded on reserve days through aggressive bids are considered **pay with credit**. Any aggressive hours gained after the first 40 hours of the month will not go toward calling out of time.*

After aggressive reserves are processed, regular reserves will be assigned sequences based on their grouping (number of days available), number of clicks and in reverse seniority order. This is explained in further detail in the reports section of this user guide.

Bidding Aggressive on Off Days

You may bid aggressive on your FD/GD by utilizing the 'Award into FD/GD' waiver. Sequences awarded to you through aggressive processing on your FD/GD are paid as pay no credit. More information on applying a 'Award into FD/GD' waiver may be found on pg. 38.



Bid Input

Jane Stew

The following are the available bid options in the 'Aggressive Bids' tab and the 'Standing Aggressive Bids' tab.

To see details on the bid options, click on the links below or turn to the appropriate page number.

Aggressive Bids

- [Generic Sequence](#) Pg. 72
- [Specific Sequence](#) (not available for Standing Aggressive Bids) Pg. 75
- [Standby](#) Pg. 78

Note: The difference between Aggressive Bids and Standing Aggressive Bids is that you do not have the option to bid for specific sequences in the Standing Aggressive Bids tab.

PICK UP ON FD/GD BIDS – ROTA

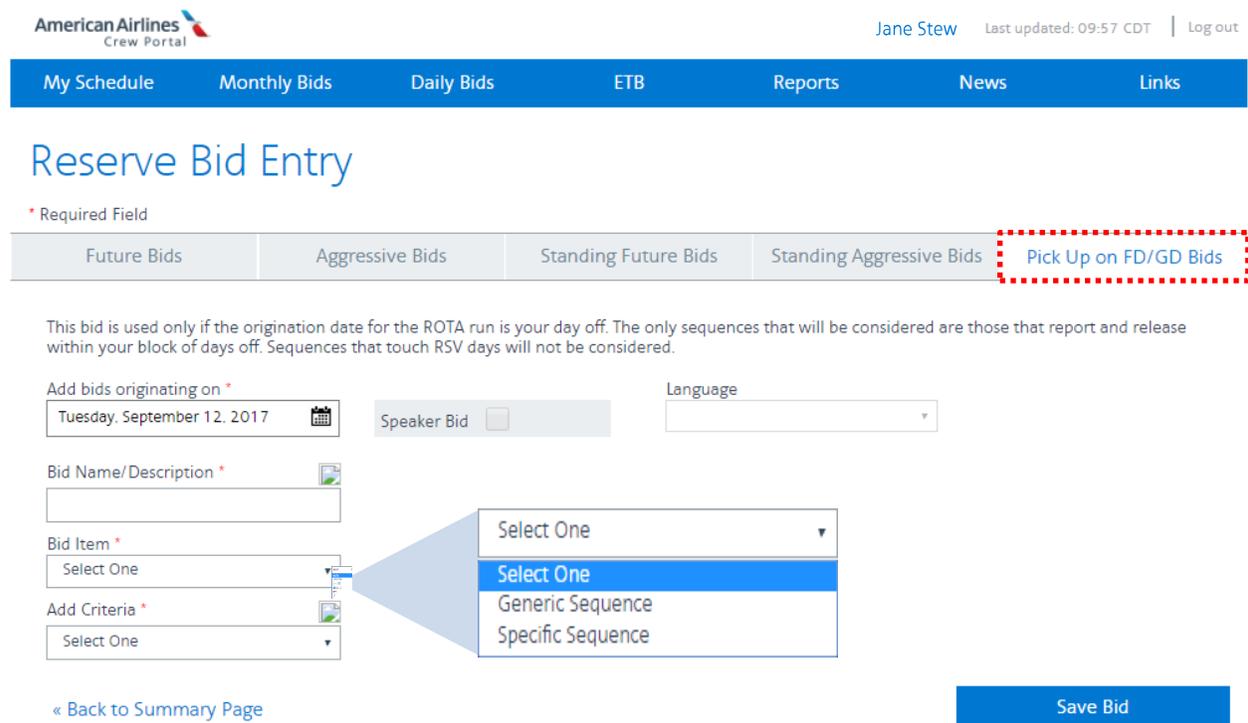
Pick Up on FD/GD Bids Summary

You may bid for generic or specific sequences that originate on your Flex Day or Golden Day and release on your day off. The sequences that are considered are those that originate the next day after 0200 HBT.

Note: Picking up a sequence on a Flex Day/Golden Day is different than picking up a sequence through the ETB. Bidding through the reserve system will only award you a sequence once all other reserves on their reserve days have been awarded/assigned sequences.

Reserves bidding for a sequence through the 'Pick Up on FD/GD Bids' tab will be processed after all available reserves who are on RSV days have been processed.

*Note: Sequences awarded on FD/GD will be paid as **pay no credit**.*



American Airlines Crew Portal | Jane Stew | Last updated: 09:57 CDT | Log out

My Schedule | Monthly Bids | Daily Bids | ETB | Reports | News | Links

Reserve Bid Entry

* Required Field

Future Bids | Aggressive Bids | Standing Future Bids | Standing Aggressive Bids | **Pick Up on FD/GD Bids**

This bid is used only if the origination date for the ROTA run is your day off. The only sequences that will be considered are those that report and release within your block of days off. Sequences that touch RSV days will not be considered.

Add bids originating on *
 Tuesday, September 12, 2017 Speaker Bid Language

Bid Name/Description *

Bid Item *
 Select One ▶

Add Criteria *
 Select One

« Back to Summary Page Save Bid

Bid Input

The following are the available bid options in the 'Pick Up on FD/GD Bids' tab.

To see details on the bid options, click on the links below or turn to the appropriate page number.

Pick Up on FD/GD Bids

- [Generic Sequence](#) Pg. 72
- [Specific Sequence](#) Pg. 75

BIDDING ITEMS

Bidding Items Overview

This section pertains to all available bid criteria and properties in the bidding system. Use this section to reference how specific bid items and criteria work in the system.

Below are the available bid items:

- [Generic Sequence](#) Pg. 72
- [ROC](#) Pg. 74
- [Specific Sequence](#) Pg. 75
- [Standby](#) Pg. 78
- [RAP](#) Pg. 80

Bid Item Table

The table below depicts the bid items available for each bid tab. You may refer to this table to determine which bid item(s) to use.

		Bid Tabs				
		Future Bids	Aggressive Bids	Standing Future Bids	Standing Aggressive Bids	Pick up on FD/GD Bids
Bid Items	Generic Sequence	X	X	X	X	X
	ROC	X		X		
	Specific Sequence	X	X			X
	Standby	X	X	X	X	
	RAP	X		X		

Generic Sequence Bid Item

After selecting 'Generic Sequence' you have the option of adding criteria to narrow the type of generic sequence you'd like to bid for. Bidding generic preferences instead of specific sequences allows you to include a broader group of sequences. To refine sequences that meet your own specific criteria, you may add and combine generic criteria.

Example: 'Credit Minimum' combined with 'Number of Calendar Days'.

Note: When using the generic sequence bid item, the system will not display a list of specific sequences.

Combining Multiple Generic Criteria

Below is an example of combining multiple criteria using the 'Generic Sequence' bid criteria. To combine multiple criteria click on the 'Add Criteria' drop-down.

Combining multiple criteria can limit the number of sequences that could be awarded. Additionally, combining criteria could return zero sequences if the bid criteria is unrealistic (i.e. bidding for a 1-day and a RON together).

Reserve Bid Entry

35/7 is waived for the remainder of the month

* Required Field

Future Bids	Aggressive Bids	Standing Future Bids	Standing Aggressive Bids	Pick Up on FD/GD Bids
-------------	-----------------	----------------------	--------------------------	-----------------------

This bid is only used during the ROTA run based on the origination date selected.

Add bids originating on *
 Saturday, September 16, 2017

Speaker Bid

Language

Bid Name/Description *
 3 day with MIA layovers

Bid Item *
 Generic Sequence

Bid Criteria *
 Number of Calendar Days

* 3
 1
 2
 3
 4
 Select one or more

Remove

Bid Criteria
 RON

Base *
 DFW

* MIA
 Q MIA
 MIA
 Select one or more

Remove

Add Criteria
 Select One

[« Back to Summary Page](#)

[Save Bid](#)

To remove a bid criteria, click on the 'Remove' button.

'And' vs. 'Or' Logic

Combining criteria helps to refine the type of sequences you would like in your generic sequence bid. Bid criteria is either 'And' or 'Or' in the way criteria is read when ROTA/ROTD processes your bids.

'And' logic

'And' logic is used when bid criteria is added using the 'Add Criteria' drop-down. Another way of thinking about 'And' logic is when you are looking *down* your bids. An example may be seen below of 'And' logic.

This example states that you would like a 3-day **AND** a MIA layover **AND** whatever other bid criteria you wish to add.

'Or' logic

'Or' logic is used when options are added within a specific bid criteria. Another way of thinking about 'Or' logic is when you are looking *across* your bids. An example may be seen below of 'Or' logic.

This example states that you would like Position 01 **OR** Position 04 **OR** whatever other additional positions you wish to add to your bid.

Remain on Call (ROC) Bid Item

This election allows you the option to request to remain on call during ROTA processing. After all sequences and standbys have been awarded/assigned, you will be awarded/assigned a RAP.

At time of ROTA processing you could potentially be afforded the option to ROC and then subsequently be assigned a sequence or standby later in the process. This would happen by a flight attendant junior to you becoming unavailable thus causing you to no longer have the option to ROC.

Note: If you are electing to ROC it is recommended that you also place a RAP preference.

This option is only available for Future Bids and Standing Future Bids tabs.

To bid to remain on call, select 'Remain on Call' from the Bid Item drop-down, name your bid and select 'Save Bid'.

Reserve Bid Entry

ⓘ 35/7 is waived for the remainder of the month

* Required Field

Future Bids	Aggressive Bids	Standing Future Bids	Standing Aggressive Bids	Pick Up on FD/GD Bids
-------------	-----------------	----------------------	--------------------------	-----------------------

This bid is only used during the ROTA run based on the origination date selected.

Add bids originating on *

Saturday, September 16, 2017 

Speaker Bid

Language

Bid Name/Description *

ROC

Bid Item *

Remain on Call ▼
 Select One
 Generic Sequence
 Remain on Call
 Specific Sequence
 Standby
 RAP

Save Bid

Specific Sequence Bid Item

You may bid for specific sequences. To bid for specific sequences select 'Specific Sequence' under the Bid Item drop-down and click on the 'Sequence Lookup' button.

This option is only available for the Future Bids and Aggressive Bids tabs.

Reserve Bid Entry

35/7 is waived for the remainder of the month

* Required Field

Future Bids	Aggressive Bids	Standing Future Bids	Standing Aggressive Bids	Pick Up on FD/GD Bids
-------------	-----------------	----------------------	--------------------------	-----------------------

This bid is only used during the ROTA run based on the origination date selected.

Add bids originating on *

Speaker Bid

Language

Bid Name/Description *

Bid Item *

[Sequence Lookup](#)

[« Back to Summary Page](#)

[Save Bid](#)

Below is an example of the Sequence Lookup screen. When the Sequence Lookup screen appears, it automatically filters by open sequences first, then by sequence number and date.

Sequence Lookup

Filter options

If a specific sequence bid violates any contractual legalities, applicable waiver must be bid on the same date for the sequence to be awarded.

Current Availability

	Dep Sta	Seq/Orig Dt	Pos	Report	Release	Days	Legs	Equip	Credit	Lang	RON	Status
<input type="checkbox"/>		16073/30Aug	▼	1805/30	1610/01	3	1/1	777	30:55	*	MAD/	Open
<input type="checkbox"/>		534/30Aug	▼	2135/30	0525/02	4	1/1	777	32:15	*	GRU/	
<input type="checkbox"/>		11544/30Aug	▼	1025/30	0957/31	2	2-1	737	15:19	*	YUL-	
<input type="checkbox"/>		12479/30Aug	▼	1916/30	0033/01	2	1-2	320 +	17:00		MSY-	
<input type="checkbox"/>		16061/30Aug	▼	1650/30	1600/01	3	1/1	777	33:10		MXP/	
<input type="checkbox"/>		16062/30Aug	▼	1650/30	1600/01	3	1/1	777	33:10		MXP/	
<input type="checkbox"/>		16065/30Aug	▼	1700/30	1455/01	3	1/1	777	30:40		LHR/	
<input type="checkbox"/>		16068/30Aug	▼	1715/30	1545/01	3	1/1	777	32:05	*	BCN/	
<input type="checkbox"/>		16070/30Aug	▼	1730/30	1615/01	3	1/1	777	32:10	*	CDG/	
<input type="checkbox"/>		16074/30Aug	▼	1835/30	1730/01	3	1/1	777	32:25		LHR/	

Page 1 of 13

View 1 - 10 of 126

[« Back to add bid](#)

[Bid selections](#)

Adding Sequences and Positions to Your Bid

Select the check box in the far left column to add a sequence to your bid. Selecting the main header line of the sequence will automatically select all the positions for that sequence. If you desire a specific position you must expand the sequence information using the 'Pos' (position) drop-down arrow and then click the checkbox for the specific position. Positions that are open will have the word 'Open' in the status column. See the example below for the difference between selecting the entire sequence and selecting a specific position.

Note: You may bid for sequences/positions that are not open, however you will not be awarded those positions unless they are in open time when ROTA processes.

Sequence Lookup ⓘ

Filter options

If a specific sequence bid violates any contractual legalities, applicable waiver must be bid on the same date for the sequence to be awarded.

Current Availability

Dep Sta	Seq/Orig Dt	Pos	Report	Release	Days	Legs	Equip	Credit	Lang ⓘ	RON	Status
<input checked="" type="checkbox"/>	363/19Sep	▼	0935/19	1640/22	4	1/1	777	31:15	*	HKG/	Open
<input type="checkbox"/>	367/19Sep	▼	1200/19	1645/21	3	1/1	777	25:15	*	NRT/	Open
<input checked="" type="checkbox"/>	1514/19Sep	▲	1050/19	2147/20	2	3-1	737	11:34		RIC-	Open
<input checked="" type="checkbox"/>	1514/19Sep	01	1050/19	2147/20	2	3-1	737	11:34		RIC-	Open
<input type="checkbox"/>	1514/19Sep	02	1050/19	2147/20	2	3-1	737	11:34		RIC-	
<input type="checkbox"/>	1514/19Sep	03	1050/19	2147/20	2	3-1	737	11:34		RIC-	
<input type="checkbox"/>	1514/19Sep	04	1050/19	2147/20	2	3-1	737	11:34		RIC-	
<input type="checkbox"/>	4924/19Sep	▼	0600/19	1138/21	3	2-1-1	320+	16:29		ATL-LAX-	Open
<input type="checkbox"/>	4959/19Sep	▼	0700/19	1422/19	1	2	320+	05:00		(ORD)	Open
<input type="checkbox"/>	5026/19Sep	▼	1045/19	2117/19	1	2	320	06:27		(LAX)	Open
<input type="checkbox"/>	5041/19Sep	▼	1153/19	2147/19	1	2	320	05:59		(MIA)	Open

Seq. 1
Seq. 2

After selecting the sequence(s) and/or position(s) you would like to bid for, click on the 'Bid Selections' button in the lower right hand corner. This will add your selections to your current bid.

Sequence Lookup ⓘ

Filter options

If a specific sequence bid violates any contractual legalities, applicable waiver must be bid on the same date for the sequence to be awarded.

Current Availability

Dep Sta	Seq/Orig Dt	Pos	Report	Release	Days	Legs	Equip	Credit	Lang ⓘ	RON	Status
<input checked="" type="checkbox"/>	363/19Sep	▼	0935/19	1640/22	4	1/1	777	31:15	*	HKG/	Open
<input checked="" type="checkbox"/>	367/19Sep	▼	1200/19	1645/21	3	1/1	777	25:15	*	NRT/	Open
<input checked="" type="checkbox"/>	1514/19Sep	▼	1050/19	2147/20	2	3-1	737	11:34		RIC-	Open
<input type="checkbox"/>	4924/19Sep	▼	0600/19	1138/21	3	2-1-1	320+	16:29		ATL-LAX-	Open
<input type="checkbox"/>	4959/19Sep	▼	0700/19	1422/19	1	2	320+	05:00		(ORD)	Open
<input type="checkbox"/>	5026/19Sep	▼	1045/19	2117/19	1	2	320	06:27		(LAX)	Open
<input checked="" type="checkbox"/>	5041/19Sep	▼	1153/19	2147/19	1	2	320	05:59		(MIA)	Open
<input type="checkbox"/>	5081/19Sep	▼	1425/19	2241/19	1	2	320	05:56		(SAN)	Open
<input type="checkbox"/>	5102/19Sep	▼	1645/19	2235/20	2	3-2	320+	10:00		AUS-	Open
<input type="checkbox"/>	5114/19Sep	▼	1740/19	2126/21	3	1-2-3	737	15:00		FAT-ATL-	Open

« << Page 1 of 16 >> » 10

View 1 - 10 of 18

« Back to add bid

Bid selections

Your selections will be reflected on the Reserve Bid Entry screen. To delete a position click the delete button. If you are satisfied with your selections click the 'Save Bid' button.

Reserve Bid Entry

* Required Field

Future Bids
Aggressive Bids
Standing Future Bids
Standing Aggressive Bids
Pick Up on FD/GD Bids

This bid is only used during the ROTA run based on the origination date selected.

Add bids originating on *

Language

Speaker Bid

Sequence Lookup

Bid Name/Description *

Bid Item *

Seq/Orig Dt	Pos	Report	Lang	
367/19Sep	04	1200/19	JP	Delete
4924/19Sep	01	0600/19		Delete
4959/19Sep	01	0700/19		Delete
5102/19Sep	01	1645/19		Delete
5102/19Sep	02	1645/19		Delete
5102/19Sep	03	1645/19		Delete
5102/19Sep	04	1645/19		Delete

« Back to Summary Page
Save Bid

Note: All positions have equal priority when adding in multiple positions to a bid. If you wish to prioritize your positions you must create a separate bid for each position.

You may add additional sequences/positions to your bid by selecting the 'Sequence Lookup' button. This will take you to the 'Sequence Lookup' screen so that you may delete or add additional sequences/positions.

Sequence Lookup Filter options

If a specific sequence bid violates any contractual legalities, applicable waiver must be bid on the same date for the sequence to be awarded.

Previous Selections

Dep Sta	Seq/Orig Dt	Pos	Report	Release	Days	Legs	Equip	Credit	Lang	RON	Status
Delete	367/19Sep	04	1200/19	1645/21	3	1/1	777	25:15	JP	NRT/	
Delete	4924/19Sep	01	0600/19	1138/21	3	2-1-1	320 +	16:29		ATL-LAX-	Open
Delete	4959/19Sep	01	0700/19	1422/19	1	2	320 +	05:00		(ORD)	Open
Delete	5102/19Sep	01	1645/19	2235/20	2	3-2	320 +	10:00		AUS-	Open

Current Availability

Dep Sta	Seq/Orig Dt	Pos	Report	Release	Days	Legs	Equip	Credit	Lang	RON	Status
<input type="checkbox"/>	363/19Sep	▼	0935/19	1640/22	4	1/1	777	31:15	*	HKG/	Open
<input type="checkbox"/>	367/19Sep	▼	1200/19	1645/21	3	1/1	777	25:15	*	NRT/	Open
<input type="checkbox"/>	1514/19Sep	▼	1050/19	2147/20	2	3-1	737	11:34		RIC-	Open
<input type="checkbox"/>	4924/19Sep	▼	0600/19	1138/21	3	2-1-1	320 +	16:29		ATL-LAX-	Open
<input type="checkbox"/>	4959/19Sep	▼	0700/19	1422/19	1	2	320 +	05:00		(ORD)	Open
<input type="checkbox"/>	5026/19Sep	▼	1045/19	2117/19	1	2	320	06:27		(LAX)	Open

Standby Bid Item

At your option you may bid for standby shifts. After selecting 'Standby' you have the option of adding criteria to narrow the type of standby shift you would like to have.

This option is only available for Future Bids, Aggressive Bids, Standing Future Bids and Standing Aggressive Bids tabs.

If you are assigned a standby shift you will receive a standby click for that standby. Standby clicks are used to determine the amount of times Crew Schedule may assign you a standby. Alternatively, if you bid for and are awarded a standby shift of your preference, you will not receive a standby click. If you bid for a standby but you are assigned a different standby shift other than requested, you will receive a standby click.

If you are assigned a sequence during a standby shift, you will receive one ASG click for each calendar day the sequence touches.

Below are the options under the 'Add Criteria' drop-down:

Reserve Bid Entry

* Required Field

Future Bids
Aggressive Bids
Standing Future Bids
Standing Aggressive Bids
Pick Up on FD/GD Bids

This bid is only used during the ROTA run based on the origination date selected.

Add bids originating on * 📅

Tuesday, September 19, 2017

Language 📄

▼

Bid Name/Description * *

Standby

Speaker Bid

Bid Item * *

Standby
▼

Add Criteria * *

Select One

Start Time

Report Before

Report After

Release Before

Release After

Shift Duration

Co-Terminals

Save Bid

© 2017 American Airlines, Inc. All Rights Reserved

Start Time, Report Before, Report After, Release Before, Release After

These bid criteria allow you the option to select the time you would like to start, report or release (in 24-hour clock format) for the standby. Click the drop-down box to select the time you would like to start, report or release.

Bid Item * *

Standby
▼

Bid Criteria * *

Start Time
▼

Hours * *

HH
▼

Minutes * *

MM
▼

Note: If you bid for a start time that doesn't operate you will not be awarded a standby. Additionally, Crew Schedule may modify a start time prior to ROTA processing based on operational needs.

Shift Duration

Selecting 'Shift Duration' allows you to select your preferred duration of standby. The choices are either four (4) or six (6) hours.

Bid Item *

Bid Criteria *

Add Criteria ⓘ

Shift Duration

Co-Terminals

This bid criteria allows you to select co-terminals that operate as part of your base. By default your base is selected. To highlight your selection, click on the co-terminal you would like. To select multiple co-terminals, click on each additional terminal. Your selections will be reflected above the box after clicking and highlighting the co-terminal. If you select a base in which you are not assigned, your bid will not be considered.

Bid Item *

Bid Criteria *

Base *

* PBI

Select one or more

RAP (Reserve Availability Period) Bid Item

You may bid for your RAP preference by selecting the 'RAP' bid item for the following day. Crew Schedule determines the amount of reserves required for a specific RAP prior to ROTA processing. Each base may have a different number of RAPs and the designated RAP times may differ by base. When transferring bases, the table reflecting RAP start and end times will reflect the RAP start and end times of your new base.

This option is only available for Future Bids and Standing Future Bids tabs.

Reserve Bid Entry

* Required Field

Future Bids	Aggressive Bids	Standing Future Bids	Standing Aggressive Bids	Pick Up on FD/GD Bids
-------------	-----------------	----------------------	--------------------------	-----------------------

This bid is only used during the ROTA run based on the origination date selected.

Add bids originating on *
 Tuesday, September 19, 2017 

	A	B	C	D
Start Time	03:00	06:00	11:00	15:00
End Time	15:00	18:00	23:00	03:00

Bid Name/Description * 

Bid Item *
 RAP

Preference: #1 #2 #3 #4 

A	B	C	D
---	---	---	---

[« Back to Summary Page](#) [Save Bid](#)

Use the drop-down boxes to change the order of your RAP preferences. The system will not allow duplicate bids and will give you an error message stating "bid must be unique" in the event duplicate letters are input into the system.

If you do not place a bid for your RAP preference the system default (A, B, C, D) will be used.

Note: Even if you belong to a base that has fewer than 4 RAPs, the system will still allow for 4 letter bids to still be placed. To ensure you have the proper bid, look at the RAP table to determine what RAPs are available for your base and bid accordingly. A bid for a RAP that doesn't exist in your base will be ignored.

MANAGING BIDS

Waivers

Waiver Introduction

Waivers are used during daily and future processing of bids. Clicking the checkbox on a waiver will apply that waiver for **all** the bids in that section. Below is an example of waiver options.


Jane Stew | Last updated: 11:23 CDT | Log out

My Schedule
Monthly Bids
Daily Bids
ETB
Reports
News
Links

Reserve Bidding Summary

All bids originating on :

Thursday, September 7, 2017

Add New Bid

⤴ Future Bids (ROTA)

⚠ Award Waivers : Chosen waivers will apply to all specific and generic bids

Waive 35/7
 Waive Home Base Rest
 Award into FD/GD
 Allow Multiple Sequence Award

⤴ Aggressive Bids (Daily)

⚠ Award Waivers : Chosen waivers will apply to all specific and generic bids

Waive 35/7
 Waive Home Base Rest
 Award into FD/GD
 Allow Multiple Sequence Award

Allow Double Up
 Allow Less than Minimum Callout

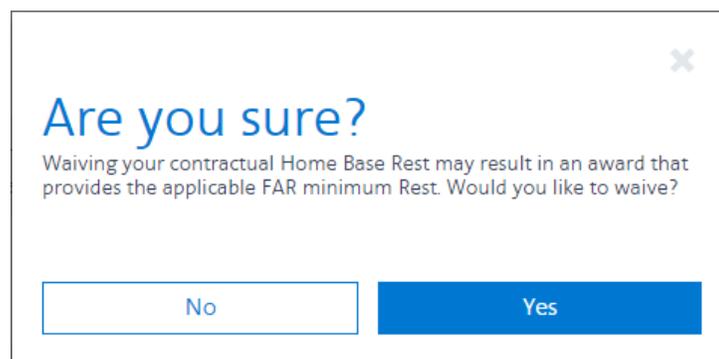
⤵ Standing Future Bids (ROTA)

⤵ Standing Aggressive Bids (Daily)

⤵ Pick Up on FD/GD Bids (ROTA)

Waiver Confirmation

A message confirming you would like to apply a specific waiver will appear when selecting any of the waiver checkboxes. See the example below for waiving Home Base Rest.



Persistent Waivers

When you apply waivers in the 'Standing Future Bids (ROTA)' and the 'Standing Aggressive Bids (Daily)' tab, the waivers will stay in the system until you remove the waivers. This works the same way a standing bid does; your waiver will remain until you choose to remove it.

Waiver Options

Waive 35/7

This waiver allows you to go above 35 credit hours in 7 days. This waiver is only applied if you are awarded a sequence that would put you over 35 hours in the 7 day time frame. Once this has been waived and a sequence has been awarded, the waiver will apply for the remainder of the month. After the waiver has been applied for the month Crew Schedule may assign you a sequence that puts you above 35 hours in 7 calendar days.

You may elect to use this waiver in Future Bids, Aggressive Bids, Standing Future Bids, Standing Aggressive Bids and Pick Up on FD/GD Bids.

Note: Once this waiver has been applied a message will appear on the home screen and you will be unable to change your selection.

Reserve Bidding Summary

All bids originating on :

Wednesday, September 6, 2017 

Add New Bid

 35/7 is waived for the remainder of the month

 Future Bids (ROTA)

 Award Waivers: Chosen waivers will apply to all specific and generic bids

Waive 35/7

Waive Home Base Rest

Award into FD/GD

Allow Multiple Sequence Award

Waive Home Base Rest

This waiver allows you to waive your home domicile rest to the FAR minimum.

You may elect to use this waiver in Future Bids, Aggressive Bids, Standing Future Bids, Standing Aggressive Bids and Pick Up on FD/GD Bids.

Award into FD/GD

This waiver allows you to bid for sequences originating into or on a reserve day and releases during a FD and/or a GD. Pay for such sequences that originate on a RSV day and ends on an off day is considered as pay and credit. When using this waiver, you are not entitled to have your FD/GD reinstated.

This waiver may also be applied to aggressive bids to be processed for sequences originating on your FD/GD.

You may elect to use this waiver in Future Bids, Aggressive Bids, Standing Future Bids, and Standing Aggressive Bids.

Allow Multiple Sequence Award

This waiver allows you to bid for multiple sequences to be operated in one calendar day separated by legal rest. This waiver may be combined with 'Waive Home Base Rest' to allow a shorter time in between sequences.

You may elect to use this waiver in Future Bids, Aggressive Bids, Standing Future Bids, Standing Aggressive Bids, and Pick Up on FD/GD Bids.

Allow Double Up

This waiver allows you to bid to double up sequences in one calendar day not separated by legal rest. You may only double up sequences by using an aggressive bid.

You may elect to use this waiver in Aggressive Bids and Standing Aggressive Bids.

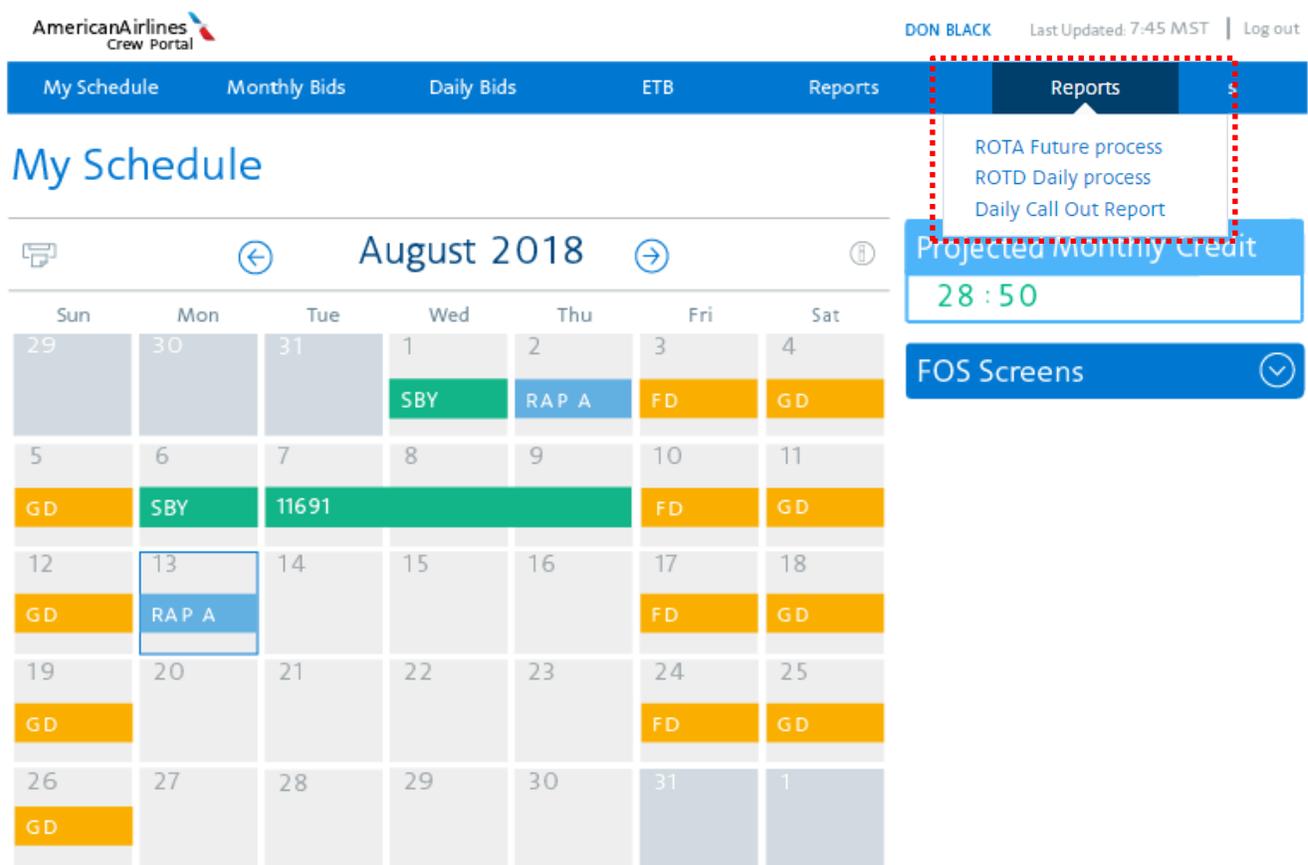
REPORTS

Reports Introduction and Access

There are three main reports:

- **ROTA Future process** – Used to show results of the daily ROTA run. This report covers why you were awarded or assigned something and also gives details on all sequences and standby shifts that were processed as part of the ROTA run
- **ROTD Daily process** – Used to show the results of every ROTD run. This report covers why you were awarded or assigned something and also gives details on all the sequences and standby shifts that were processed
- **Daily Call Out Report** – A set of three sub-reports: Aggressive, Assignment Sequence & Assignment Standby. These three reports will tell you your position to be awarded or assigned a sequence or standby

To access reserve reports from the Crew Portal home page select 'Reports' then select the report you wish to view.



The screenshot shows the American Airlines Crew Portal interface. At the top, the user is identified as 'DON BLACK' with a 'Last Updated: 7:45 MST' and a 'Log out' link. The navigation bar includes 'My Schedule', 'Monthly Bids', 'Daily Bids', 'ETB', 'Reports', and 'Reports'. A dropdown menu is open under the second 'Reports' tab, listing 'ROTA Future process', 'ROTD Daily process', and 'Daily Call Out Report'. Below the navigation bar, the 'My Schedule' section is visible, showing a calendar for August 2018. The calendar displays various shift types: SBY (Standby), RAP A (Reserve Assignment), FD (Future Duty), and GD (General Duty). A 'Projected Monthly Credit' widget shows a balance of 28:50, and a 'FOS Screens' widget is also present.

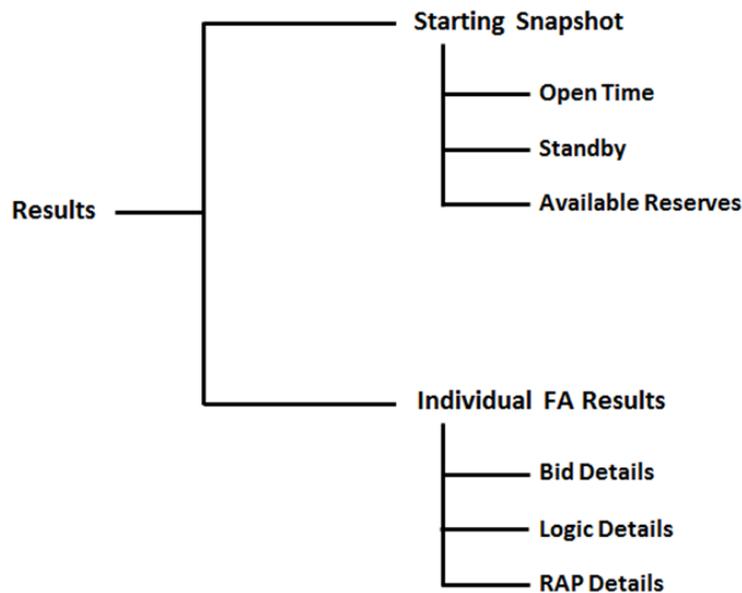
ROTA Future Process

Introduction

This report is used to show you the results of the daily ROTA run. This report covers why you were awarded or assigned something and also gives details on all sequences and standby shifts that were processed as part of the ROTA run.

This chart shows how the reports are structured. This chart is used throughout the user guide to help you identify where you are in the reports.

ROTA – Future Process Reports Structure



Base & Date Selection



DON BLACK Last Updated: 18:45 MST | Log Out



ROTA - Future Process: Results 

Base: Date:

[View Report](#)

- **Base** – Default is your current base. You may also view your previous bases if you have recently transferred within the last 90 days
- **Date** – Used to select the processing day. You may view reports up to 90 days in the past

Results

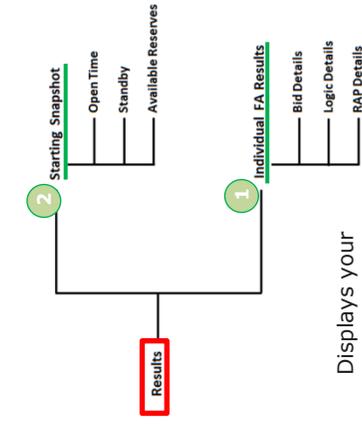
This page displays the complete future reserve award and assignment results from the ROTA process for the specified base and date.

ROTA - Future Process: Results

Base: LAX Date: Monday, August 13, 2018 View Report

Seniority	Emp ID	Name	# RSV Days	Dep St	Report	Seq/Orig Dt	Pos	# Days	Result
5104	661842	Black, Don	4		RAP A	0300/13			
2845	654123	Fish, Layla	2		RAP B	0800/13			
3207	540662	Chores, Kaitlyn	3		RAP B	0800/13			
3333	465891	Lavish, Bella	1	LGB	24218/13	0515/13	02	1	Award
3783	356421	Cal, Tammy	4		74118/13	1430/13	02	4	Award
3867	519473	Well, Michelle	4		STBY/4	1300/13		4	Award
4560	887153	Rando, Rebecca	3		RAP C	1000/13			
4619	440513	St. Clover, Natalya	4		15944/13	0915/13	02	4	Award
4869	527654	Mull, Shelly	4		93200/13	1515/13	04	4	Assign
5104	661842	Black, Don	5		RAP A	0300/13			
5208	661842	Ship, Lexi	2		STBY/4	0530/13		1	Award

Page 1 of 8 | View 1 - 10 of 71



Displays your results from the ROTA run

Displays all reserves with their awards/assignments from the ROTA run

12

<< Starting Snapshot

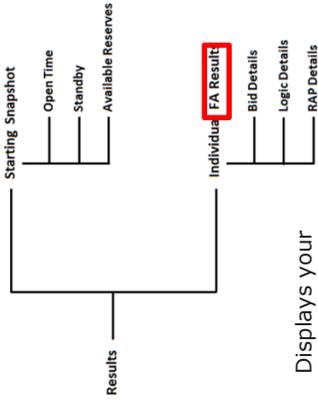
Key

- Employee ID** – Hyperlink that takes you to Individual FA Results. Note: You will only be able to see your own results.
- Seniority** – Displays system seniority
- Emp ID** – Displays employee AA ID
- Name** – Employee's name
- # RSV Days** – Number of days reserve has available including the originating day
- Dep St** – Shows the departure station if different than main base

- Seq/Orig Dt** – Shows sequence number and origination date
- Report** – Report time of the activity
- Pos** – Position
- # Days** – Number of days the activity touches
- Result** – Shows if activity was awarded or assigned. Note: RAP will not show award or assignment.
- Starting Snapshot** – Hyperlink that takes you to the Starting Snapshot

Individual FA Results: Bid Details Tab

This page provides details about the bids you have placed in ROTA. This will display any speaker bids and regular bids you may have placed.



ROTA- Future Process: Individual FA Results

Base: Date:

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
5104	661842	Black, Don	4	RAPA		0300/13			

Displays your results from the ROTA run

Bid Details Logic Details RAP Details

Bid Type Used: No Bid used - Non Speaker Waivers Applied: none

Bid Name	Dep St	Seq/Orig Dt	Report	Pos	# Days	Lang	RON	Reason
2 day - 16641								

[View Bid >>](#)

Displays any speaker bids you may have placed

Bid Type Used: Future Bid - RAP

Bid Name	Start Time	Lang	Result	Bid Preference
My RAP order	0300/13	NLD	RAPA	A, C, D, B

[View Bid >>](#)

Displays any non-speaker bids you may have placed

<< Results Report

Key

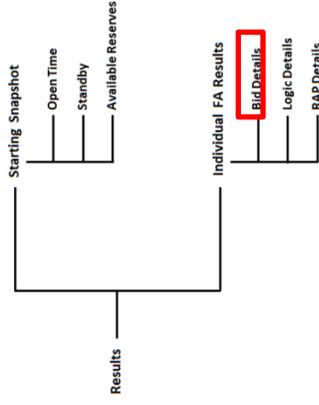
- 1. Waivers Applied** – Shows any waivers that were applied. Will only show if you selected a waiver and that waiver was used for your award
- 2. Result** – Will show if the activity was an assignment or an award
- 3. Reason** – If awarded, this will show you the reason why you were awarded or denied a sequence or standby
- 4. Bid drop-down** – Allows you to see additional details for your bid
- 5. View Bid** – Hyperlink that allows you to go and look at your bid
- 6. Results Report** – Hyperlink that takes you to the main results page

Reason Codes:

- Sequence locked for group – Grouping Closed
- Reserve locked for a group – Grouping Closed
- Reduces max coverage – Grouping Closed
- Awarded to ID: XXXXX Seniority: XXXXX – Means that it was awarded senior to you
- Available at time of processing – Means it was awarded to you
- Forces junior to work on off day
- Seniority allowed ROC – You were allowed to ROC

Individual FA Results: Logic Details Tab

This page provides details about the logic steps involved in ROTA. If you received a sequence or standby, details will show in the results column. **If you received a RAP your details can be found in the RAP Details tab.**



ROTA- Future Process: Individual FA Results

Base: LAX Date: Monday, August 13, 2018 View Report

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
4619	440513	St. Clover, Natalya	4		15944/13	0915/13	02	4	Award

Bid Type Used: No Bid used - Non Speaker Waivers Applied: Waive 35/7, Allow Multiple Sequence

1 Result

Pass to Step 3

Bid Name	Bid Item	Lang	Seq/Orig Dt	Pos	Result	Reason
2 day - KOA layover	Specific Bid	16646/13	04		Reserve locked for group	
Any 2 day	Generic Bid	16641/13	02		Reserve locked for group	
4 day DFW RON	Generic Bid	15944/13	02	Award	Available at time of processing	

4 Assign: Standby to Available Reserves

5 Assign: Standby to Speaker Reserves

6 Award: Sequence/Standby to Pick-up on FD/GD Reserves

<< Results Report

Shows all steps for ROTA processing. Steps 1-6 are based on the ROTA logic built from JCBA Section 12.J. In ROTA, you would never be considered in all 6 steps.

ROTA will run through the steps from 1 through 6 to ensure all sequences and standby shifts are covered.

Key

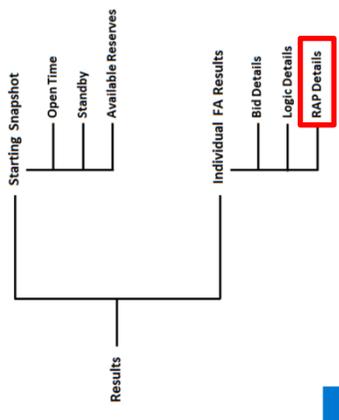
- 1. Result** – Will show if the activity was an assignment or an award
- 2. ROTA Step Drop-Down** – Allows you to see additional details
- 3. Reason** – This will show you the reason you were awarded or not awarded each bid. Refer to page 86 for the list of reason codes
- 4. Results Report** – Hyperlink that takes you to the main results page

Logic Steps

- This step is for speaker award/assignment to speaker reserves
- This step is for award of speaker positions to speakers electing to work a speaker position on off days
- This step is for award/assignment of sequences and standby
- This step is for assignment of standby to non-speaker reserves
- This step is for assignment of standby to speaker reserves
- This step is for award of sequence and standby to reserves electing to work on off days

Individual FA Results: RAP Details Tab

If you received a RAP, this page will provide details about the RAP processing.



ROTA- Future Process: Individual FA Results

Base: Date:

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
5104	661842	Black, Don	4		RAP A				0300/13

Bid Details Logic Details **RAP Details**

2 Grouping: 4 Reserve Days

Seniority	Emp ID	Name	Days AVL	Preference	Bid Type	Result	Last Activity
4780	356421	Van De Wink, Paige	4	D,C,A,B	Future	RAP C	1000/13
5104	661842	Black, Don	4	C,B,D,A	Standing	RAP A	0300/13

Required 1 0 0 1 0

Displays all reserves placed on a RAP that have the same number of days available.

6 << Results Report

Key

- 1. **RAP Table** – Shows the number of reserves that were required for each RAP
- 2. **Grouping** – Displays your grouping number. Reserves are grouped during RAP processing based on the number of days available. You will only be able to see other reserves in this report with the same number of days available
- 3. **Preference** – Shows the individual flight attendant's RAP preference
- 4. **Bid Type** – Shows if the RAP bid that was used was either a Future or Standing bid
- 5. **Result** – Shows what RAP the flight attendant was placed on
- 6. **Results Report** – Hyperlink that takes you to the main results page

Starting Snapshot: Open Time

The starting snapshot is used to show everything that went into the ROTA run. Open time is the list of sequences that were open at the time ROTA processed.

ROTA - Future Process: Starting Snapshot

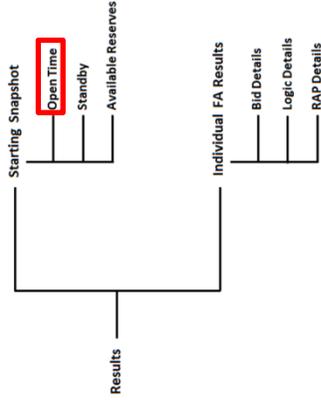
Base: Date: [View Report](#)

1 **Open Time** Total: 10

Seq/Org Dt	Dep/Sta	Report	Release	Days	Legs	Pos	Equip	Credit	Lang	RON	SEQ Opened
16646/13	LGB	0750/13	2142/14	2	1/1	04	757	11:19	KOA/		1045/12
24218/13		0515/13	1559/13	1	2	02	737	6:29	(AUS)		1200/11
16641/13		0735/13	1600/14	2	2-2	02	757+	10:00	ORD-		1459/03
15944/13		0915/13	1355/16	4	2-1/3-1	02	737+	22:10	DEN-DFW/MIA-		0905/12
15944/13		0915/13	1355/16	4	2-1/3-1	03	737+	22:10	DEN-DFW/MIA-		0735/12
65791/13		1250/13	1715/15	3	1/1	08	787	23:00	JP	HND/	2311/09
33014/13		1400/13	2142/15	3	3-3-1	01	757	15:50	SEA-PDX-		1045/12
74118/13		1430/13	0745/16	4	1/2-2/1	02	757+	20:00	ABQ/ORD-PHX/		0521/11
93200/13		1515/13	2240/15	3	3-3-2	02	757+	17:05	FAT-SJC-		1459/03
93200/13		1515/13	2240/13	3	3-3-2	04	757+	17:05	FAT-SJC-		2311/09

1 of 8 | Page 1 of 8 | View 1 - 10 of 71

Displays all open sequences and the details for each sequence



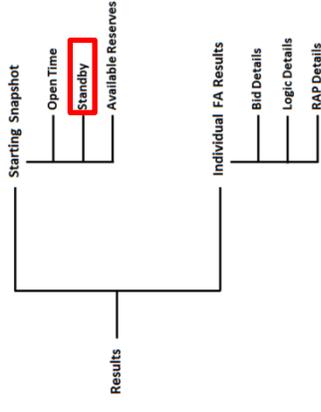
- 2 Standby Total: 8
- 3 Available Reserves Total: 36
- 4 [Results Report >>](#)

Key

1. **Total** – Shows the cumulative total
2. **Standby** – Clicking this arrow will allow you to expand that section to see more details
3. **Available Reserves** – Clicking this arrow will allow you to expand that section to see more details
4. **Results Report** – Hyperlink that takes you to the main results page

Starting Snapshot: Standby

The starting snapshot is used to show everything that went into the ROTA run. Standby is the list of standby shifts that were open at the time ROTA processed.



ROTA - Future Process: Starting Snapshot

Base: Date: [View Report](#)

1 Open Time Total: 10

2 Standby Total: 8

Gate/Airport	Report	Duration	Min Avail days	Quantity
LAX	0530/13	4 hrs	1	1
LBG	0600/13	4 hrs	2	1
LAX	0900/13	6 hrs	3	4
LAX	1300/13	4 hrs	4	1
LAX	1700/13	6 hrs	2	1

Displays all standby and the details for each sequence

3 Available Reserves Total: 36

4 [Results Report >>](#)

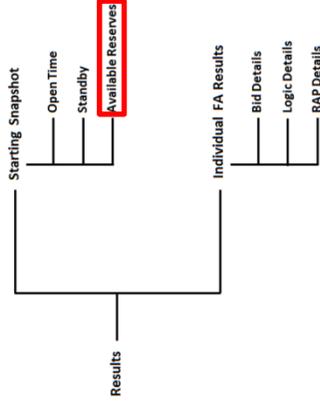
Key

- Open Time** – Clicking this arrow will allow you to expand that section to see more details
- Total** – Shows the cumulative total
- Available Reserves** – Clicking this arrow will allow you to expand that section to see more details
- Results Report** – Hyperlink that takes you to the main results page

Starting Snapshot: Available Reserves

The starting snapshot is used to show everything that went into the ROTA run. Available Reserves is the list of reserves that were available at the time ROTA processed.

ROTA - Future Process: Starting Snapshot



Base: Date:

1. Open Time Total: 10

 2. Standby Total: 8

3. Available Reserves Total: 36

Seniority	Emp ID	Speaker	Name	# RSV Days	PIU	Days Off	SBY	Last Activity
2845	654123		Fish, Layla	2		3	0	2130/11
3207	540662		Chores, Kaitlyn	3		2	2	0915/12
3333	465891		Lavish, Bella	1		3	1	
3549	642182		Richard, Anyana		Yes	3	0	1455/11
3783	356421		Cal, Tammy	3		2	2	
3887	519473		Well, Michelle	4		3	0	
4560	887153		Rando, Rebecca	3		2	1	
4619	440513		St. Clover, Natalya	4		3	0	
4869	527654	JP	Mull, Shelly	4		2	2	
5104	661842		Black, Don	4		3	0	

Displays all reserves and additional details for each reserve.

Key

- 1. Open Time** – Clicking this arrow will allow you to expand that section to see more details
- 2. Standby** – Clicking this arrow will allow you to expand that section to see more details
- 3. Total** – Shows the cumulative total
- 4. P/U** – Displays as 'Yes' if the flight attendant has placed a 'Pick up on FD/GD' bid
- 5. Days off** – Displays the number of days off the flight attendant has directly following reserve days
- 6. SBY** – Displays the number of standby clicks the flight attendant has (number of times you have been assigned standby)
- 7. Last Activity** – Shows the most recent release time and date within the last 48 hours
- 8. Results Report** – Hyperlink that takes you to the main results page

ROTD Daily Process

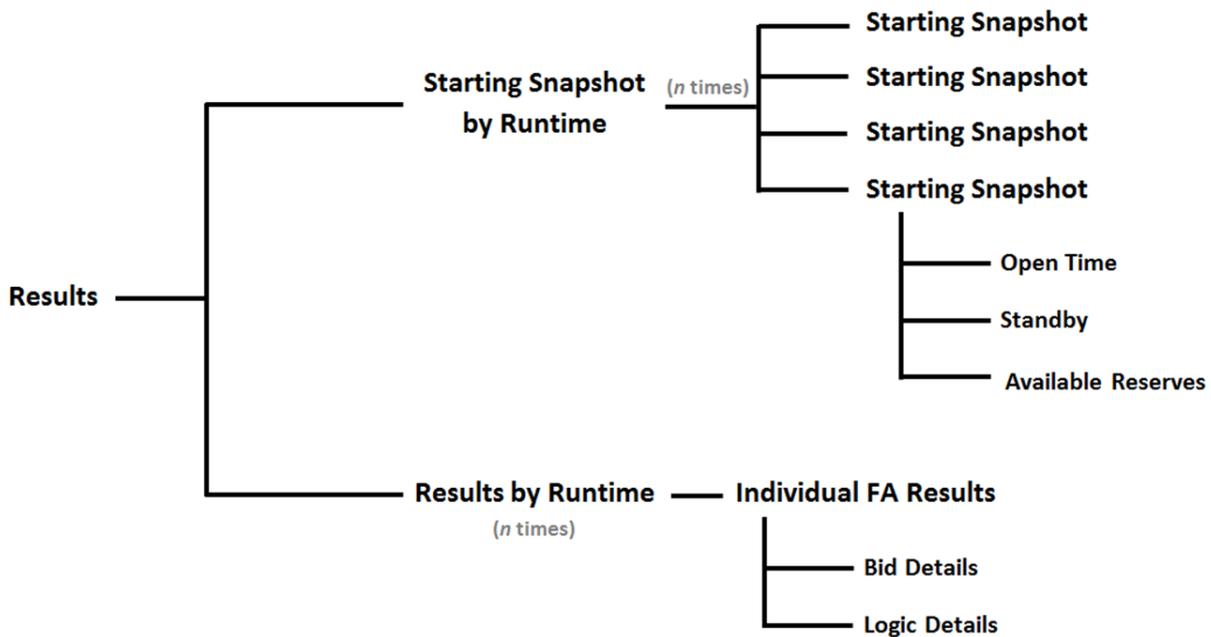
Introduction and Access

This report is used to show you the results of the daily ROTD run. This report covers why you were awarded or assigned something and also gives details on all sequences and standby shifts that were processed as part of the ROTD run.

ROTD can run multiple times per day based on need. Two additional screens have been added to this report called Starting Snapshot by Runtime & Results by Runtime. These two screens allow you to look at the specific ROTD runs.

This chart shows how the reports are structured. This chart is used throughout the user guide to help you identify where you are in the reports.

ROTD – Daily Process Reports Structure



Base & Date



DON BLACK Last Updated: 18:45 MST | Log Out



ROTD - Daily Process: Results ⓘ

Base: Date:

- **Base** – Default is your current base. You may also view your previous bases if you have recently transferred within the last 90 days
- **Date** – Used to select the processing day. You may view reports up to 90 days in the past

Results

This page displays the complete daily reserve award and assignment results from ROTD processing. as ROTD runs throughout the day, this screen will automatically include the results from the most recent run in addition to the results from previous runs

ROTD - Daily Process: Results

Base: LAX Date: Monday, August 13, 2018 [View Report](#)

1 **Results**

Starting Snapshot (n times)
 Starting Snapshot
 Starting Snapshot
 Starting Snapshot
 Open Time
 Standby
 Available Reserves

Starting Snapshot by Runtime
 Results by Runtime (n times)
 Individual FA Results
 Bid Details
 Logic Details

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
5104	661842	Black, Don	4		13677/13	1030/13	03	4	Award
2	3	4	5	6	7	8	9	10	11
Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
4460	517886	Arney-Blue, Emily	2		15944/13	0445/13	02	2	Award
4559	465891	Bake, Virginia	2		24218/13	1115/13	09	2	Award
4664	512356	Yankel, Danny	1		35008/13	0500/13	03	1	Assign
4780	356421	Van De Wink, Paige	4		STBY/4	1800/13			Award
5104	661842	Black, Don	4		13677/13	1000/13	03	4	Award
5186	465891	Kemis, Erik	3		16646/13	0500/13	02	2	Assign
5267	519473	Rich, Doma	2		95017/13	0915/13	01	2	Award

Displays your results from the ROTD run

Displays all reserves with their awards/assignments from the ROTD run

12 Starting Snapshot >>

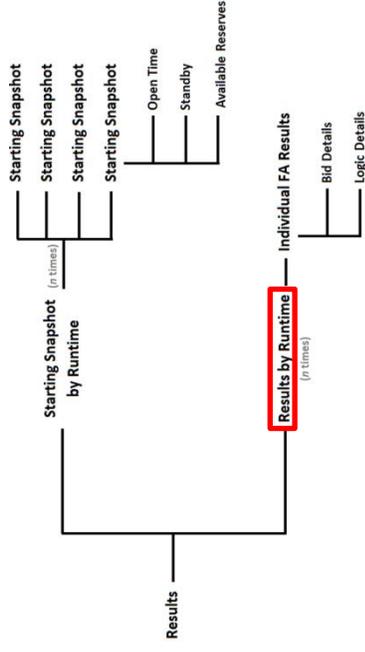
Page 1 of 8 View 1 - 10 of 71

Key

- Employee ID** – Hyperlink that takes you to Individual FA Results. Note: You will only be able to see your own results.
- Seniority** – Displays system seniority
- Emp ID** – Displays employee AA ID
- Name** – Employee's name
- # RSV Days** – Number of days reserve has available including the originating day
- Dep St** – Shows the departure station if different than main base
- Seq/Orig Dt** – Shows sequence number and origination date
- Report** – Report time of the activity
- Pos** – Position
- # Days** – Number of days the activity touches
- Result** – Shows if activity was awarded or assigned. Note: RAP will not show award or assignment.
- Starting Snapshot** – Hyperlink that takes you to the Starting Snapshot by Run Time

Results by Run Time

This page displays the ROTD runs that you were considered in.



ROTD - Daily Process: Results by Run Time

Base: Date:

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
5104	661842	Black, Don	4		13677/13	1030/13	03	4	Award

Only display result	Run Time / Date	Category	Result
<input type="checkbox"/>	0301/13	Non-Speaker	Not Scheduled
<input type="checkbox"/>	0500/13	Non-Speaker	Not Scheduled
<input type="checkbox"/>	0815/13	Non-Speaker	Scheduled
			Additional Details
			Additional Details
			Additional Details

Displays all ROTD runs you were processed in

1-4 << Page 1 of 8 >> 10 View 1 - 10 of 71

<< Results Report

Key

- Only display result checkbox** – This checkbox is used to filter all ROTD runs in this list and will only show you the ROTD run in which you were scheduled something
- Run Time / Date** – Displays the ROTD run times and date
- Category** – Displays either Speaker or Non-Speaker
- Result** – Displays either Not Scheduled or Scheduled. Scheduled means you received something from that specific run
- Additional Details** – Hyperlink that takes you to Individual FA Results for that specific run
- Results Report** – Hyperlink that takes you to the main results page

Individual FA Results: Bid Details Tab

This page provides details about the bids you have placed in ROTD. This will display any speaker and non-speaker bids you may have placed.

Base: LAX Date: Monday, August 13, 2018 View Report

ROTD - Daily Process: Individual FA Results

1 Run time: 0815/13

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
5104	661842	Black, Don	4		13677/13	1030/13	03	4	Award

2 Bid Type Used: Aggressive Bid - Non Speaker Waivers Applied:

3

Bid Name	Dep St	Seq/Orig Dt	Report	Pos	# Days	Lang	RON
4 day MIA RON		13677/13	1030/13	03	4	DFW-PHX-MIA	

4 4 4 4 5 View Bid >>

6 Results Report >> 7 Results by Run Time >>

Displays your results from the ROTD run

Displays any speaker or non-speaker bids you may have placed

Results by Runtime (n times)

Individual FA Results

Bid Details

Logic Details

Starting Snapshot (n times)

Starting Snapshot by Runtime

Starting Snapshot

Starting Snapshot

Starting Snapshot

Starting Snapshot

Open Time

Standby

Available Reserves

Key

- 1. Run Time** - Displays the run date and time
- 2. Bid Type Used** - Shows the type of bid placed. Either Aggressive or Standing Aggressive / Speaker or Non Speaker
- 3. Waivers Applied** - Shows any waivers that were applied. Will only show if you selected a waiver and that waiver was used for your award
- 4. Result** - Will show if the activity was an assignment or an award

- 5. View Bid** - Hyperlink that allows you to go and look at your bid
- 6. Results Report** - Hyperlink that takes you to the main results page
- 7. Results by Run Time** - Hyperlink that takes you to Results by Run Time page

Reason Codes:

- Awarded to senior
- Available at time of processing - Means it was awarded to you

Individual FA Results: Logic Details Tab

This page provides details about the logic steps involved in ROTD. If you received a sequence or standby, details will show in the results column.

This screen shows all steps for ROTD processing. ROTD will run through the steps in sequential order in order to ensure sequences and standby shifts are covered.

ROTD - DailyProcess: Individual FA Results

Base:
LAX 

Date:
Monday, August 13, 2018 

Run time:0815/13

[View Report](#)

Seniority	Emp ID	Name	# RSV Days	Dep St	Seq/Orig Dt	Report	Pos	# Days	Result
5104	661842	Black, Don	4		13677/13	1030/13	03	4	Award

Bid Details
Logic Details

Bid Type Used: Aggressive Bid - Non Speaker Waivers Applied: 

ROTD Step	Contract Reference	Results
 1	12 K 2 B	Award

Bid Name	Bid Item	Lang	Seq/Orig Dt	Pos	Result	Reason
4 day MIA RON	Generic Bid		13677/13	03	Award	Available at time of processing
 2	Assignment: Sequence - No Flex Day used				12 K 2 C	
 3	Assignment: Standby - No Flex Day used				12 K 2 C	
 4	Aggressive Award: Sequence/Standby - 1 Flex Day used				12 K 2 E	
 5	Assignment: Sequence/Standby - Drop a Future sequence + No Flex Day used				12 K 2 F	
 6	Assignment: Sequence/Standby - 1 Flex Day used				12 K 2 G	
 7	Assignment: Sequence/Standby - Drop Future sequence + 1 Flex Day used				12 K 2 G	
 8	Assignment: Sequence/Standby - 2 Flex Days used				12 K 2 H	
 9	Assignment: Sequence/Standby - Drop ETB sequence + 1 Flex Day used				12 K 2 I	
 10	Assignment: Sequence/Standby - Drop Future sequence + 2 Flex Days used				12 K 2 H	
 11	Assignment: Sequence/Standby - Drop Future + ETB sequence + 1 Flex Days used				12 K 2 I	

 [Results Report >>](#)

 [Results by Run Time >>](#)

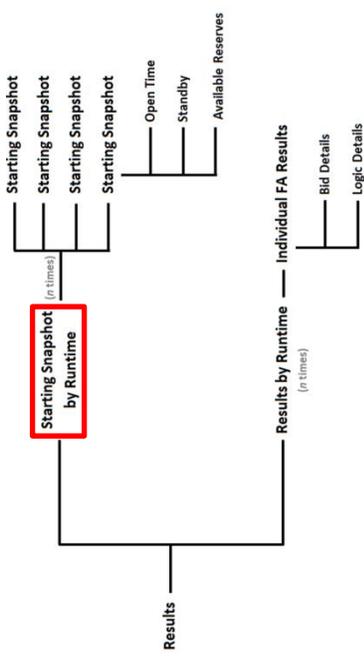
Key

- 1. Contract Reference** – Contractual reference that governs that ROTD step
- 2. Result** – Will show if the activity was an assignment or an award
- 3. ROTD Step Drop-Down** – Allows you to see additional details
- 4. Reason** – This will show you the reason you were awarded or not awarded each bid. Refer to page 53 for the list of reason codes
- 5. Results Report** – Hyperlink that takes you to the main results page
- 6. Results by Run Time** – Hyperlink that takes you to Results by Run Time page

Starting Snapshot by Run Time

This page displays all ROTD runs. Following the 'Starting Snapshot' link will take you to the starting snapshot details for that specific run.

Refer to page 47 for more details about the starting snapshot.



ROTD - Daily Process: Starting Snapshot by Run Time

Base: Date:

Run Date / Time	Starting Snapshot
0801/13	Starting Snapshot
0800/13	Starting Snapshot
0815/13	Starting Snapshot

Displays all RTD runs

3 Results Report >>

Key

- 1. **Run Time / Date** - Displays the ROTD run times and date
- 2. **Starting Snapshot** - Hyperlink that takes you to the Starting Snapshot for that specific ROTD run
- 3. **Results Report** - Hyperlink that takes you to the main results page Results. Note: You will only be able to see your own results.

Daily Callout Report

Introduction and Access

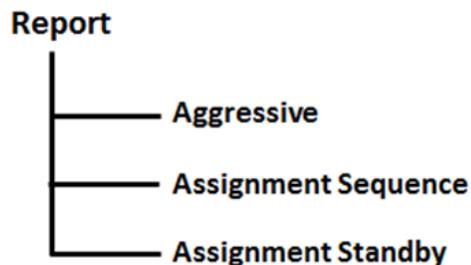
This report is used to show your current position to be awarded or assigned a sequence or standby through ROTD. The daily callout reports are live lists, meaning they update throughout the day as ROTD runs.

There are three sub reports:

- Aggressive
- Assignment Sequence
- Assignment Standby

This chart shows how the reports are structured. This chart is used throughout the user guide to help you identify where you are in the reports.

Daily Callout Report



Base & Date



DON BLACK Last Updated: 15:30 MST | Log Out



Daily Callout Report 

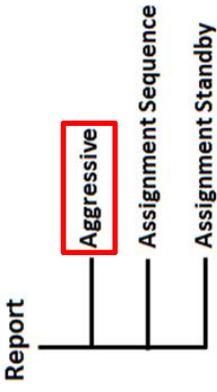
Base: Date: Report:

- **Base** – Default is your current base. You may also view your previous bases if you have recently transferred within the last 90 days
- **Date** – Used to select the processing day. You may view reports up to 90 days in the past
- **Report** – Used to select which report you would like to view: Aggressive, Assignment Sequence, Assignment Standby

Daily Callout Report: Aggressive

This report displays your current position to be awarded an aggressive bid.

Note: This report will not display the bids that other flight attendants have placed.



Daily Callout Report

Base: LAX Date: Monday, August 13, 2018

Report: Aggressive

1	2	3	4	5	6	7	8	9	10	11	11	History
RAP	GRP	Sen	Callout	Begin	End	FA	Name	COI	Speaker	Result	Report	POS
D*	2	4460	1500/12	0300/13	517886	Arney-Blue, Emily	1020					15944/13
D*	3	5186	1500/12	0300/13	465891	Kernis, Erik	2174			16646/13	0500/13	02
A	4	5104	0300/13	1500/13	661842	Black, Don	2850					
A	2	5267	0300/13	1500/13	519473	Rich, Donna	1156					
B	2	4869	0800/13	2000/13	527654	Mosey, Adam	0000					
C	2	4559	1000/13	2200/13	465891	Bake, Virginia	4000	IT				
C	4	4780	2000/13	2200/13	356421	Van De Wink, Paige	2423					
C	3	5001	1000/13	2200/13	352166	Quinn, Jack	5104					
D	3	3284	1500/13	0300/14	245913	Hatrick, Julie	3124					
D	4	4980	1500/13	0300/14	251056	Falco, Melinda	3125					

Page 1 of 8 View 1 - 10 of 71

This report is sorted as follows:
 1. RAP (ascending)
 2. Seniority (Junior to Senior)

Key

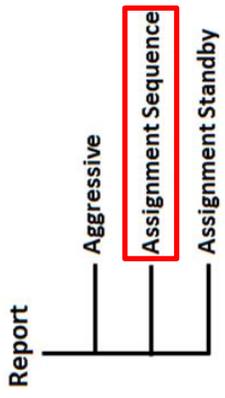
- 1. **RAP** – The current RAP you are on. RAP with an asterisk after (D*) indicates the RAP began on the previous day
- 2. **GRP** – Group; the number of days you are available
- 3. **Sen** – System seniority
- 4. **Callout** – Number to be awarded from an aggressive bid
- 5. **Begin & End** – Start and end time of RAP
- 6. **FA** – AA employee number
- 7. **COT** – Call out of time – counts the hours towards calling out of time
- 8. **Speaker** – Shows the language qualification the flight attendant has
- 9. **Result** – Shows what the flight attendant was awarded in the most recent run
- 10. **Report** – Report time of the activity
- 11. **POS** – Position
- 12. **History** – Any results from previous ROTD runs will move from the result column to the history column

Daily Callout Report: Assignment Sequence

This report displays your current position to be assigned a sequence.

Daily Callout Report

1	2	3	4	5	6	7	8	9	10	11	12	13
RAP	GRP	ASG	Sen	Callout	Begin	End	FA	Name	COT	Speaker	Result	History
D*	3	2	5188	1500/12	0300/13	465881		Kerris, Erik	2174			18846/13
D*	2	1	4480	1500/12	0300/13	517888		Arney-Blue, Emily	1020			16944/13
A	1	0	4884	0300/13	1500/13	512356		Yankel, Danny	0000	35008/13	1015/13	03
A	2	1	2889	0300/13	1500/13	232301		Canoe, Rene	0710	UNAVAILABLE		
A	2	2	5287	0300/13	1500/13	519473		Rich, Donna	1156	85017/13	0915/13	01
A	4	2	5104	0300/13	1500/13	661842		Black, Don	2850	13677/13	1030/13	03
A	4	2	3885	0300/13	1500/13	517654		Bowlenn, Stacy	1152	UNAVAILABLE		
B	2	0	4899	0800/13	2000/13	527654		Mosey, Adam	0000	STBY/4	1800/13	
B	2	1	4809	0800/13	2000/13	898542		Shce, Kelly	0550			
B	2	3	3207	0800/13	2000/13	540662		Chores, Kaitlyn	1625			
B	2	3	2845	0800/13	2000/13	654123		Fish, Layla	1500			
B	2	3	2506	0800/13	2000/13	200118		Ludovice, Mandy	1742			
C	1	0	4473	1000/13	2200/13	847215		Harnes, Scott	0000			
C	2	1	4560	1000/13	2200/13	887153		Rando, Rebecca	0510			



This report is sorted as follows:
1. RAP (ascending)
2. Group (ascending)
3. Seniority (Junior to Senior)

Key

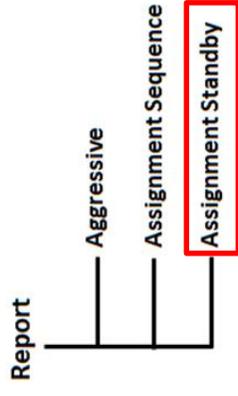
- 1. RAP** – The current RAP you are on. RAP with an asterisk after (D*) indicates the RAP began on the previous day
- 2. GRP** – Group; the number of days you are available
- 3. ASG** – Assignment (ASG) click
- 4. Sen** – System seniority
- 5. Callout** – Number to be assigned a sequence
- 6. Begin & End** – Start and end time of RAP
- 7. FA** – AA employee number
- 8. COT** – Call out of time – counts the hours towards calling out of time
- 9. Speaker** – Shows the language qualification the flight attendant has
- 10. Result** – Shows what the flight attendant received in the most recent run
- 11. Report** – Report time of the activity
- 12. POS** – Position
- 13. History** – Any results from previous ROTD runs will move from the result column to the history column

Daily Callout Report: Assignment Standby

This report displays your current position to be assigned standby.

Daily Callout Report

Base:	RAP	GRP	SBY	Sen	Callout	Begin	End	FA	Name	COT	Speaker	Result	Report	POS	History
LAX	1	2	3	4	5	6	7			8	9	10	11	12	13
D*	2	1	4460		1500/12	0300/13	517886		Arney-Blue, Emily	1020					15944/13
D*	3	2	5186		1500/12	0300/13	465681		Kerris, Erik	2174					16646/13
A	1	0	4664		0300/13	1500/13	512356		Yankel, Danny	0000		35008/13		0545/13	03
A	2	1	2999		0300/13	1500/13	232301		Canceo, Rene	0710		UNAVAILABLE			
A	2	2	5287		0300/13	1500/13	519473		Rloh, Donna	1155		95017/13		0915/13	01
A	4	2	5104		0300/13	1500/13	681842		Black, Don	2850		13677/13		1030/13	03
A	4	2	3865		0300/13	1500/13	517654		Bowlenn, Stacy	1152		UNAVAILABLE			
B	2	1	4609	1	0800/13	2000/13	888542		Shoa, Kelly	0550					
B	2	0	4899		0800/13	2000/13	527654		Mosey, Adam	0000		STBY/4		1800/13	
B	2	1	3207	2	0800/13	2000/13	540662		Chores, Kaitlyn	1625					
B	2	2	2845	3	0800/13	2000/13	654123		Fish, Layla	1500					
B	2	3	2508	4	0800/13	2000/13	200118		Ludovice, Mandy	1742					
C	3	1	5001	1	1000/13	2200/13	352166		Quinn, Jack	1530					
C	4	0	4780	2	1000/13	2200/13	356421		Van De Wink, Paige	2423					
C	2	1	4560	3	1000/13	2200/13	887153		Rando, Rebecca	0510					
C	2	1	4559		1000/13	2200/13	465581		Bake, Virginia	4000	IT	24218/12		1215/12	06



This report is sorted as follows:

1. RAP (ascending)
2. Standby click (Ascending)
3. Seniority (Junior to Senior)

Key

1. **RAP** – The current RAP you are on. RAP with an asterisk after (D*) indicates the RAP began on the previous day
2. **GRP** – Group; the number of days you are available
3. **SBY** – Standby click. The number of times you've been assigned standby
4. **Sen** – System seniority
5. **Callout** – Number to be assigned standby
6. **Begin & End** – Start and end time of RAP
7. **FA** – AA employee number
8. **COT** – Call out of time – counts the hours towards calling out of time
9. **Speaker** – Shows the language qualification the flight attendant has
10. **Result** – Shows what the flight attendant received in the most recent run
11. **Report** – Report time of the activity
12. **POS** – Position
13. **History** – Any results from previous ROTD runs will move from the result column to the history column