

FOI Guide

For American Airlines flight attendants



This guide is to be used by flight attendants at American Airlines for the purpose of becoming familiar with the new scheduling tools and JCBA contractual changes arriving throughout 2018 and 2019.

Please use this guide as one of the many tools and resources available as you navigate your way throughout the systems. As always, there is not just one way to use these systems as every flight attendant flies differently and has different preferences. Any examples provided here or in any other guides or web-based training (WBTs) are only examples of how you might bid or use the system, not what you should do.

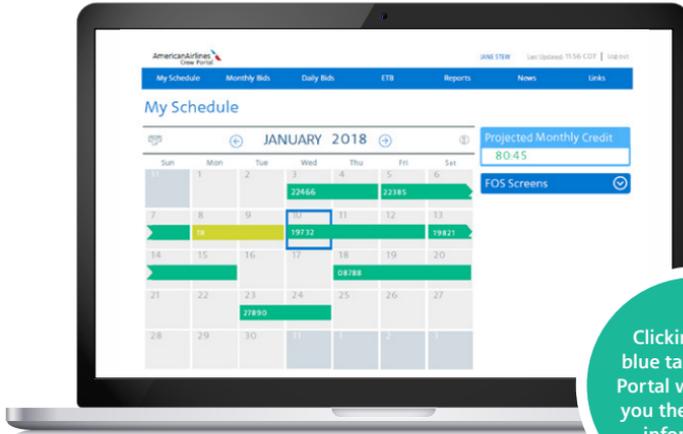
We look forward to you using these new and improved systems!





Crew Portal

The launching and access-point for all things scheduling related. Here you can access: PBS, TTS, ETB, and ROTA/ROTD. You can also access important information on your HI1 under FOS Screens.



Clicking on the blue tabs in Crew Portal will provide you the following information:

Monthly Bids

PBS Base

PBS: Used to bid your monthly schedule during the bid period

Vacation: Used for your monthly and yearly vacation bidding

VLOA: Used to submit a VLOA ballot

TBS-CQ Only: Used to bid for CQ training

Training-Other: Used to access Learning Hub for any necessary qualification WBTS

Non-PBS Base

Bidding: Will take you to online SABRE through the Flight Service webpage

On-line Bidding: Will direct you to the online bidding tool through the Flight Service website

Vacation: Will only be active when bidding for vacation through SABRE

VLOA: Used to submit a VLOA ballot

Training-CQ Enroll: Will take you to online SABRE through the Flight Service webpage

Training-Other: Used to access Learning Hub for any necessary qualification WBTS

Daily Bids

TTS/UBL: Used by lineholders to access the Trip Trade System and UBL

Reserve: Used to place reserve bids in ROTA and ROTD

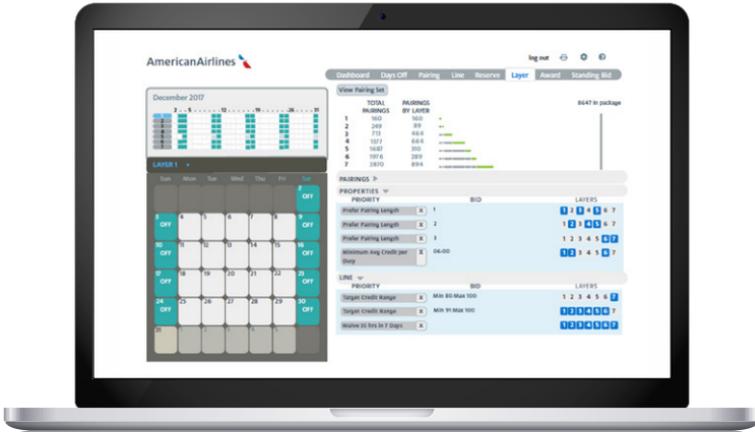
ETB Used to pick-up, drop and trade sequences along with trade vacation and reserve days off

Reports Used to view various reserve reports



Preferential Bidding System

A web-based system which allows you to express preferences for constructing your monthly schedule. PBS awards your schedule in seniority order, around planned absences based on various preferences listed in a series of layers (a form of ranking).



How to view your selected monthly pairings

1. Log in to PBS
2. Click on the Layer tab at the top
3. Click the View Pairing Set button
4. Select the layer pairing pool you would like to view

You will see every pairing you are bidding. From here you may also remove pairings from a layer.



How to export your Standing Bid

1. Log in to PBS
2. Click on the Standing Bid tab at the top
3. Click the Export to Current Bid button
4. Click the Layer tab at the top to verify the export was successful; your standing bid properties should be displayed here

This saves time by allowing you to use your standing bid as the building blocks for your monthly lineholder bid. Edit your monthly bid further according to the types of flying and any specific days off that you desire.

To create a request to trade/drop/pick up:

1. Log in to Crew Portal, click daily bids and then TTS/UBL
2. Clicking on sequences on your calendar will show you the sequence information and will allow you to add a request to them (drop, trade or pick up)
 - a. **If you select trade or pick up:**

You will be taken to the page where you will input the criteria for the types of sequences you would like to fly

 - i. The search results page allows you to select the positions and sequences you want to fly
 - ii. After you make your selections, you will be taken to the ballot where you must save all changes
3. Clicking on a day off on your calendar will allow you to add a pick-up request to that day. Follow the above steps to search for a sequence you'd like to request.

Checking awards/results:

TTS runs at 2300 HBT each day and will be updated in the TTS history by 0400 HBT. This will display under the History tab in TTS.

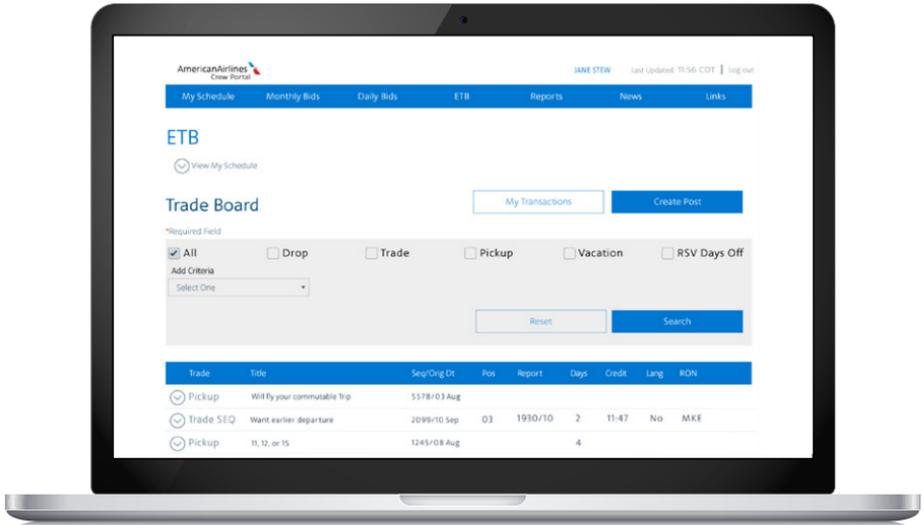
How to go on and off the Unsuccessful Bidders list (UBL):

1. Create or find a ballot in TTS that you would like pass to the UBL
2. Select the Pass to UBL button
3. The button will change to blue and have a check mark
4. The call option that appears at the top of the ballot will automatically have a check mark next to it. You can uncheck this option to waive your positive contact requirement from crew scheduling
5. If you want to take a request off the UBL, you will unselect the Pass to UBL button, the button will turn back to grey and there will be no check mark in the button



Electronic Trade Board

A first-come, first-served application used to trade, drop and pick up sequences among flight attendants up until report time. Can also be used to trade reserve days off and vacation days as well.



How to create a post:

1. Click Create Post
2. Select drop, pick-up, trade seq, vacation or RSV days off, and choose the appropriate options: public, private or crew
3. Complete the form, click Submit
4. You may add a title and comments, click Confirm and Post
5. Click Post

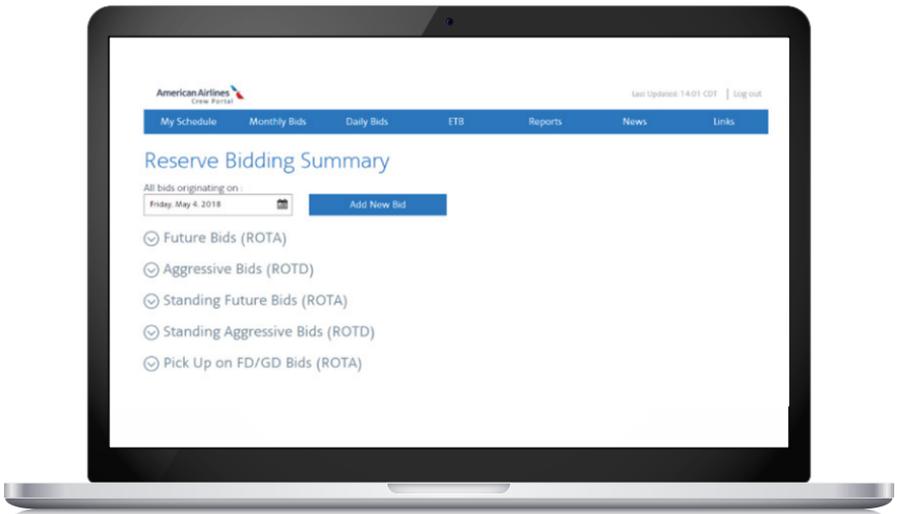
How to search:

1. Add criteria using the drop down menu
2. Click Search
3. Sort by clicking on the column headers
4. Click the down arrow to expand the listing



Reserve Open Time Assignment

Used by reserves to distribute and award open time, reserve availability periods (RAPs) and standby for the next day. Can also be used to bid for flying the day-of, using generic properties and/or specific sequences (ROTD).



To bid for a specific sequence through ROTA:

1. Login to Crew Portal, click Daily Bids and then Reserve
2. Click Add New Bid
3. Click on Future Bids
4. Select Bid Item and then Specific Sequence and then select sequence lookup
5. Select Filter Options and select your desired criteria to filter sequences
6. Select the checkbox for the desired position(s)
7. Click Bid Selections

To create a Standing RAP Bid:

1. Login to Crew Portal, click Daily Bids and then Reserve
2. Click Add New Bid
3. Click the Standing Future Bids tab
4. Select Bid Item, then RAP
5. Place your RAP preference order
6. Name your bid and save



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