The first month's bidding and awards have been completed we would like to highlight a few things that should assist you as you prepare to bid for your November blocks.

- Browser Cache
- Synchronization
- One System Two Looks
- Using more than one computer for bidding
- GP > GJ
- Any vs Every

### **Browser Cache:**

Today's browsers, like Chrome and Internet Explorer, save information and data from websites that they visit. This is to help speed up the internet as the web site(s) that you access will look for saved data in your browser.

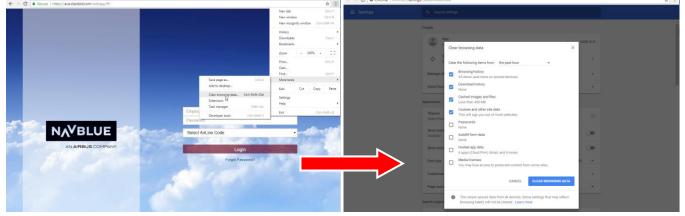
If your browser has information from a previous version of PBS (saved from the last time you used the system) then there may be conflicts between what is saved vs what is new. This "conflict" may result in not being able to sign in or display bid lines out of order. Clearing the browser's cache and deleting website data has cleared up almost all these issues and should be the first thing that you try.



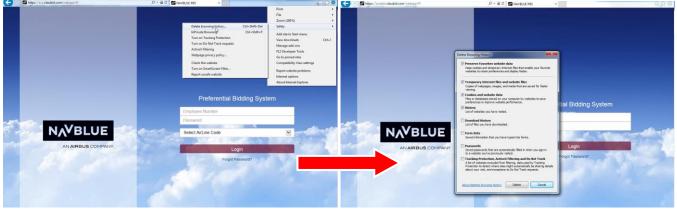
If you haven't cleared your browser's cache yet or are using a "new" computer, you should clear the cache and web data (if possible) for your browser.

**NOTE:** This should only need to be done once per computer/system that you are using. This will also remove data from any other web site that was stored in the browser.

#### Google Chrome:



#### Microsoft Internet Explorer:



#### Synchronization:

Synchronization is the process of loading your bid and pairing information into your browser from the PBS databank (servers) where it is stored whenever you submit your bid. One thing that you can do to speed up and automate the synchronization process is to check off the "Automate on Start Up" and "Close on Success" options in the Synchronization pop up. Once this is done the synchronization process will be done automatically after your Login is selected from the sign in page.

Synchronization			⊗
	Close On Success	C Status	View Log
1	2 Synchronize		

### **One System – Two Looks:**

The Old User Interface and New User Interface are only how you see and interact with PBS. The underlying system and its internal processes and the strategies that you use for bidding remain the same. Any submitted bids from the Old U.I. or the New U.I. are stored in the same place in the PBS databank (servers). What that means is any bids submitted from one interface may be accessed by the other.

WALLIE DRC		NAVBLUE	The Puncel 2017-09-29	To 2017-10-30 Continuetor	a filela Modified Last Schedult			PAUL BOUCHARD (099418) YUL ALL P
VBLUE PBS						Information		4
Info Calendar Bids Results Se	tings	Pairings Training Patterns Help Print Log Out		Bidder Details				
PAUL BOUCHARD Imployee Number: 009410 Iraning Senjuremonts: Training Requiremonts:	YUL-ALL-P Senority: 05440 Eligble: No	Oct17 Start: September 29/2017 End: October 30/2017	into Calendar	Name	PAUL BOUCHARD	Bid Period Oct17	20	NO 060
osted on Dec 10, 2014 13:36 UTC			പ	Employee Number :	009410	Bid Period Start 2017-09-29		
PBS Training Bid and Award Training Bid Open: Training Bid Close: Training Award Publish:	AUGUST 04 @ 0000 EDT AUGUST 07 @ 0000 EDT AUGUST 06 @ 2300 EDT		Parrogs	Languages :	DL.	Bid Period End : 2017-10-30		to D Total Pairings Day Wise
PBS Pairing Bid, Award and Contest				THEFT		Exception of the second	Licenses and the	
BLOCK PERIOD: MAX LIMITATIONS: BLOCK WINDOW:	30 AUGUST – 28 SEPTEMBER (30 DAYS) 80 HOURS 71:00 – 80:00		Results	Benorky. Eligible Shadow Dates	05440 No	Reduced Block No Restricted Equipment Training Seniority 23000	Restricted Location Restricted Positions Training Requirement	n.
Pairing Bid Open: Pairing Bid Close: Pairing Award Publish:	AUGUST 10 @ 0800 EDT AUGUST 16 @ 0800 EDT AUGUST 18 @ 2300 EDT		Traning	Bidding Informa	tion			Upcoming Activities
Pairing Contest Open: Pairing Contest Close: Pairing Contest Results Publish:	AUGUST 18 @ 2300 EDT AUGUST 21 @ 2300 EDT AUGUST 22 @ 2300 EDT			Posted on 10 Dec. 20 PBS Training B				FA 0 12 Sep. 2017 00:00 0 19 Sep. 2017 00:00
he Default Bid feature will remain inactive during	the SEPTEMBER 2017 pairing award process and conte	sting periods (between AUGUST 16 @ 0500 EDT and AUGUST		Training Bid Open Training Bid Close		AUGUST 04 @ 0000 EDT AUGUST 07 @ 0000 EDT	C	FA 0 22 llep, 2017 00:00 0 25 llep, 2017 00:00
2 @ 2300 EDT).				Training Awant Publis	n.	AUGUST 08 @ 2000 EDT	M20	000 X 10 5ep. 2017 07:10 52 X 10. 21 5ep. 2017 13:33
	PAUL BOUCHARD (009410) - P: 05440	)		DBC Dalalas Bis	. Annual and Control			
		Copyright @ 2017 Initia LUE - Tension: CLASS-17-3-8 NX BLUE		PDS Pairing Bio	d, Award and Conte	151		
				BLOCK PERIOD		30 AUGUST - 28 SEPTEMBER (30 DAYS		
				MAX LIMITATIONS:		80 HOURS		

So it is possible to create and submit a bid using the Old U.I. and then access it with the New U.I. The same bid is loaded into whichever interface that you use to access the system.

#### Using more than one computer for bidding:

Since PBS uses the internet it allows you to access and create bids from more than one computer. A feature of the New U.I. is that it allows you to **SAVE** vs **SUBMIT** your bid.

When you select **SAVE**, a copy of your bids (Current, Default & Training) are saved on whatever device that you are on. You do not get a confirmation number when you save your bids. If you move to a second computer, then you do not have access to saved bids on the first computer.

When you select **SUBMIT**, a copy of your bids is stored in the PBS databank (server) <u>AND</u> saved on whatever device that you are on. When you submit your bids, PBS will display a pop up with a confirmation number:

aca.classbid.com says:		×
The following bids were submitted successfully with confirm #1243308399	ation	
	ОК	

The only bids that you may access when changing from one computer (or device) to another are your submitted bids.

Remember that you may access your bids outside of the bid period. Should you click on "Submit" then your Default and Training bids will be submitted however your Current bid will only be saved and not submitted. In this case PBS, will display a pop up like this one:

aca.classbid.com says:	×
The following bids were submitted successfully with confirmation #1243721491 - Training Bid - Default bid for Category YUL-ALL-P	
However, The following bids were not submitted because bidding is close for these categories: -Current bid for Category YUL-ALL-P	ed
ОК	

"Bids Modified" will show as a Confirmation#. A Last Submitted date will be displayed representing the date that eligible bids were submitted.

**Remember** that outside the bid period you may submit your Default and Training bids even if the Current bid is only saved.

Bid Period: 2017-09-29 To 2017-10-3	Confirmation # Bids Modified Last Submitted: 02 Oct, 2017 19:	:29 <mark>(ac009410)</mark>	PAUL BOUCHARD (009410) YUL-ALL-P:05440 😑
Buddy ID 🗙 Current D	efault Training	Bids	Bid For: Oct17 🔹 🚡 📥 🛧 🖄 🖓 🦻

A situation may arise where you have saved (not submitted) bids on one computer and then synchronize your bids when they had been submitted on another computer. In these cases, if PBS detects that the bids saved on the computer that you are using are older than bids submitted on another computer, PBS will display the following pop up:



Here you must choose to either keep older saved bids or use the newer submitted bids.

### **GP** > **GJ**:

The GP position no longer exists. If you have a default bid with GP as a position and you use your Default bid for awarding your block and wish to bid for the Executive Class galley position, then you must change (remove) GP with GJ. Leaving "GP" in a bid line essentially is like writing PBS a blank cheque.



Existing GP position bids (Award and/or Avoid) in Default bids are not automatically converted to GJ. Therefore, if you have been using GP in your Default bid and wish to bid for or avoid the Executive Class galley position then you must replace GP with GJ.

## Any vs Every:

Every is a new option for Award bid lines.



Simply put, if a bid line offers the option of **Every** then every instance of that parameter <u>must</u> exist in the pairing for it to be accepted.

Using the following pairing as an example:

M8022	2	Check-In 14:00			Cheo	Check-Out 13:48						0ct17								
											+							+		
Day		Flt	Dep		Arr		Turn	Eqp	FlightCredit	Duty	13	S I	м	Т	W	Т	F	s		
1		0417	YUL	15:00	YYZ	16:19	002:06	320	001:19		=:		===	===	===	==:	===	===		
1		0589	YYZ	18:25	SLC	20:45		E90	004:20								29			
S	SLC	010	:30							009:00						-				
2		0590	SLC	08:30	YYZ	14:11	002:04	E90	003:41							-				
2 D	ЭН	0511	YYZ	16:15	ORD	16:59		E90	000:52							-				
0	DRD	013	:16							008:29						-				
3		0535	ORD	07:15	YVR	09:43	001:57	319	004:28				-					- I		
3		0236	YVR	11:40	YEG	14:08		319	001:28		+							+		
Υ	/EG	016	:17							009:08										
4		0332	YEG	07:40	YUL	13:33		320	003:53											
										005:08										
Credi	it:	020:31	L						020:01	031:45										

The bid line *Award Pairings If Every Layover* > 016:00 would <u>not</u> award this pairing as all the layovers are not greater than 16 hours (Every = All).

Bid lines that will include the Any and Every option are:

- Aircraft Type
- Duty Duration
- Duty Legs
- Enroute Check-In Time
- Enroute Check-out Time
- Layover
- Sit Length
- Employee Number

### Support:

There are still three (3) months left in the transition period where the Old U.I. will remain available for bidding. The bulletins on the New U.I. may be found on the portal under: *Crew-Scheduling & Planning > Bidding Tools & Information* 

Scroll down to see the bulletins (Bulletin 01 - 05)

Bulletin 1: General information on what is new Bulletin 2: Specific information on the New User Interface Bulletin 3: Side by Side (Old vs New) + walkthrough of Bid Preference Editor Bulletin 4: New bid line options Bulletin 5: Bid line analyzer tool

Your Local PBS Committees are aware of the changes and will be able to assist you in bidding with the new bid lines and the New U.I. Now that the New U.I. is available, we suggest that you take some time when bids are closed and the Default bidding is open.