PBS: Bidding Reminders

We will continue to provide updates and news on the New User Interface on a regular basis. In the mean time, we continue to meet with Navblue, the PBS software provider to further enhance and streamline the system. We had hoped that some needed inclusions to the New User Interface would have been completed by now however they remain to be finalized. Until then we will continue the transition period (when the Old U.I. is still available) for another few months. Once an end date to the transition period has been decided you will be given at least two months notice prior to shutting down the old interface.

The New User Interface will one day be <u>the</u> interface. Like with any change, it is natural that you may experience uncertainty and confusion. The interface is new but the "core" of bidding has not changed and waiting until the last minute will only add more stress. You know more than you think you do!

First: Be informed!
- There are a number of bulletins on the New User Interface and the new features that come along with it. You can find these bulletins on the portal (ACaeronet) under:
    - Crew Scheduling & Planning > Bidding Tools & Information
    - Scroll down to see the bulletins (1 through 8)
- Bulletin 3 includes a step-by-step guide to creating a bid group and adding bid lines.
- Check with your local PBS Committee and <u>get on their mailing list.</u> Aside from these bulletins, your local PBS Committees send out additional information on bidding that are pertinent to your base.

Next: If you haven't seen the New Interface then give it a try!
- You have access to bidding outside the bid period (after awards and contesting). If you have a Default Bid it will be there and if you try but do not submit, then you will not change your bids.

Finally: Know your computer/device and keep it and your browser up to date.
- Software and hardware change over time. The New Interface requires an up to date browser and while the system is stable it does require periodic hands-on solutions like clearing the cache and web data.

We are there to help: Information sessions on the New User Interface will continue throughout the transition period.

In this bulletin:
- Replace "GP" with "GJ" IMMEDIATELY!! (Mainline)
- SUBMIT vs SAVE
- Buddy Bidding with the New U.I.
- Correction/Clarification: Any – Every Employee
- "Pairing Departing On" vs "Layover Starting On"
- PBS New User Interface Error Report

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## Replace "GP" with "GJ" IMMEDIATELY (Mainline):

We continue to see bid lines with "GP". Since this position no longer exists in the pairings, continuing to include it in your bids will cause issues.

- In an Award bid line, GP asks PBS for a position that does not exist so PBS may include a reason (in your Reasons Report) of "No pairings available".

- In an Avoid bid line it is asking PBS to avoid all positions. This may force PBS into Denial Mode which you may see "Affected by Denial Mode" at the top of your Reasons Report.

To change GP to GJ:
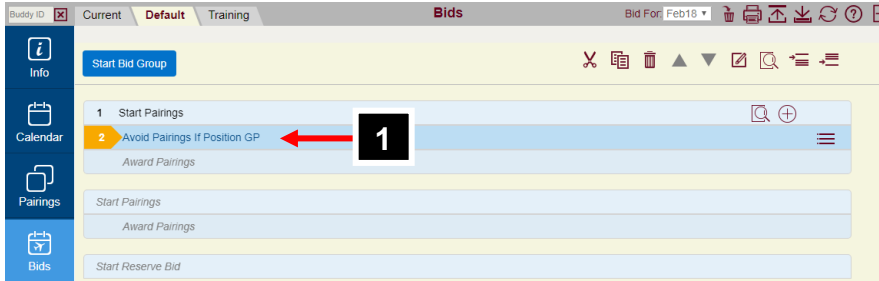
Select the bid line with GP [1].
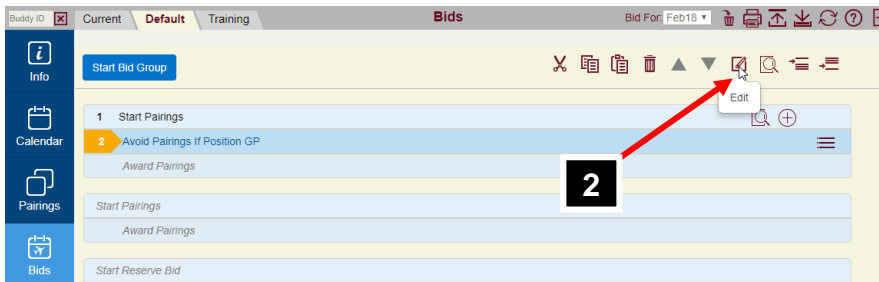
Select Edit [2].
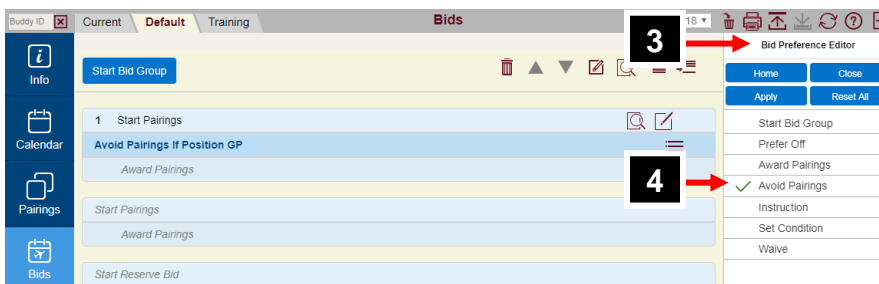
When editing a bid line, PBS will have all the options loaded into the *Bid Preference Editor* [3] under their specific options.

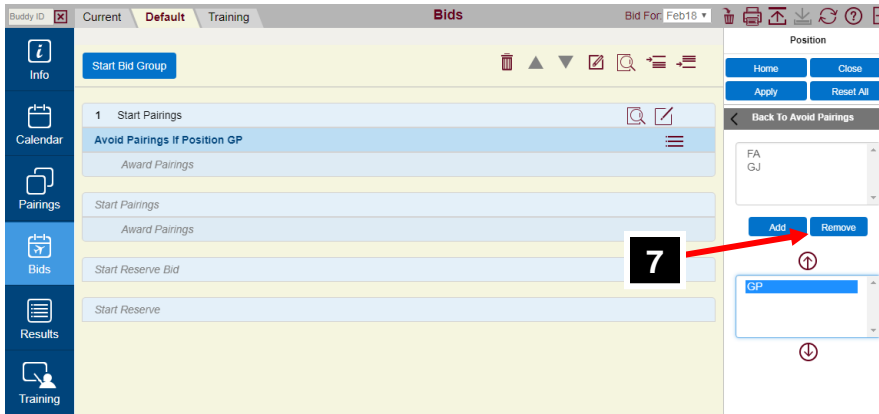Since this is an Avoid bid line, we see the checkmark next to Avoid Pairings. Select *Avoid Pairings* [4].
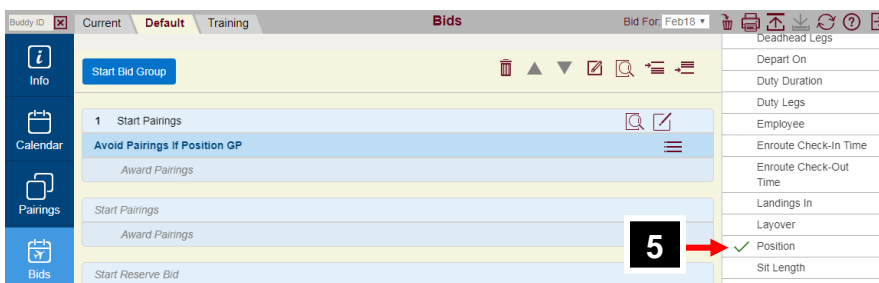
Scroll down (if required) to the Position option and select it [5].

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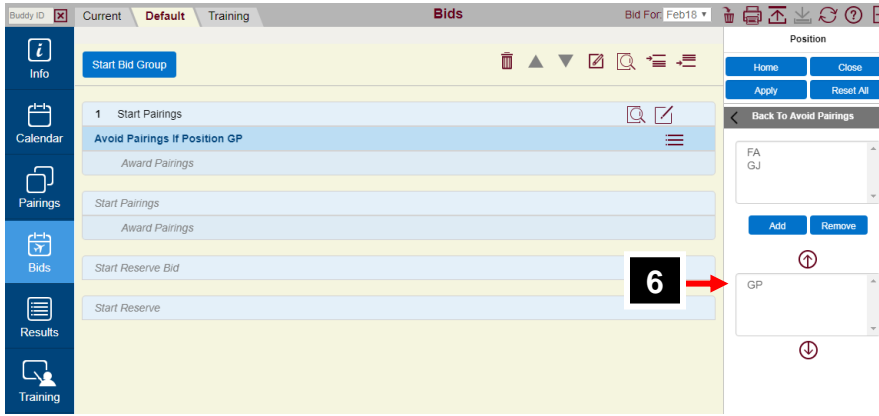
We can see "GP" in the selected positions list box.

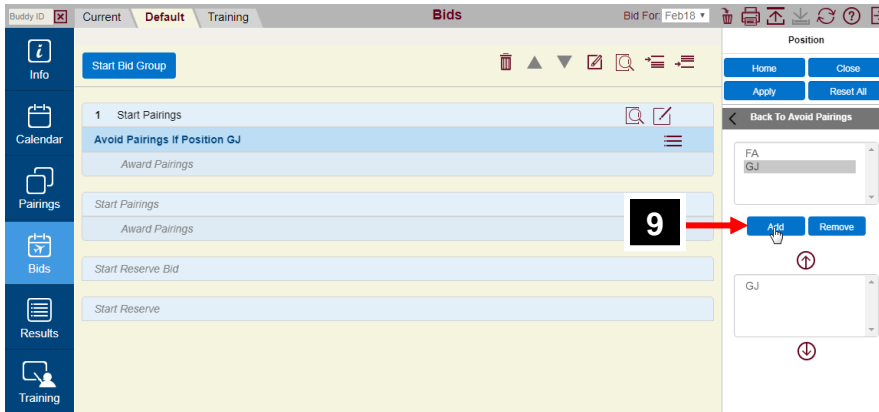Select **GP** [6] (by clicking on it).

With GP now highlighted, select **Remove** [7] to remove GP from the position list box.
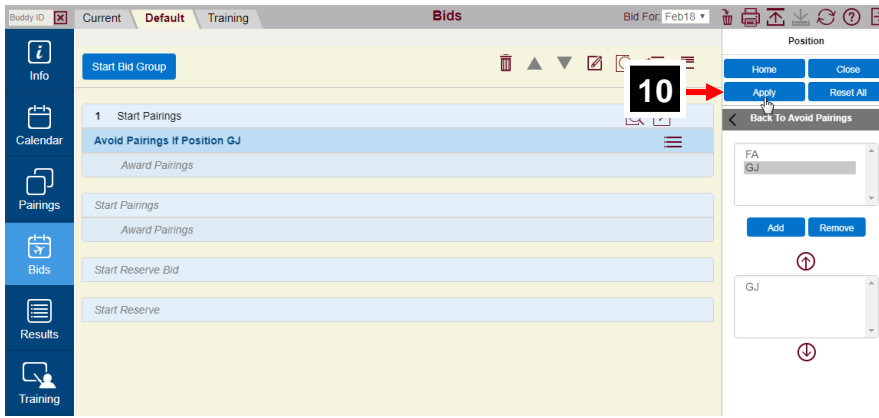

GP is now gone. We will replace it with GJ.

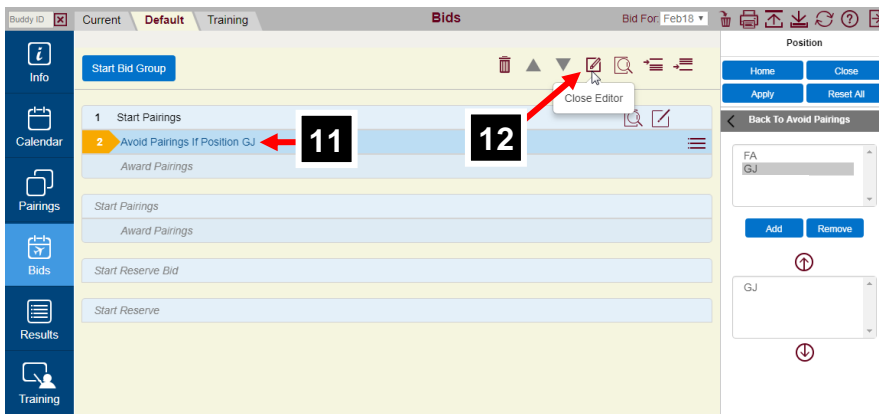Select **GJ** [8] from the list of positions.

Click on **Add** [9] to add the position to the positions list box.
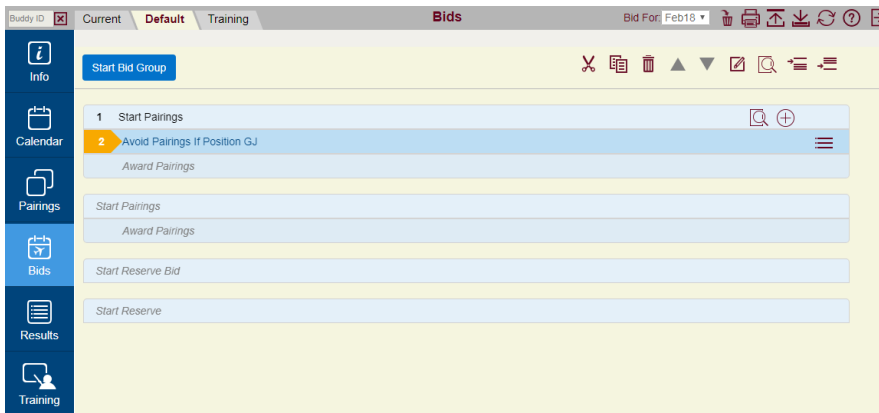
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Now that GJ is in the positions list box, click on *Apply* [10] to add GJ to your edited bid line.

The bid line has been edited and now shows GJ [11].

Now that we have finished editing the bid line, close the editor [12].

NOTE: It is a good practice to close the EDIT function every time you have finished editing a bid line.

SUBMIT vs SAVE:

Save is a new option with the New Interface. When you SAVE your bid, it is stored on the device (computer or tablet) that you are using at the time. If, for example, you save your bids on your laptop (without submitting) and then go to your tablet you will not see the changes to your bid that were made on your laptop.

- When you are ON LINE (green indicator at the top right of the bid page) you may submit or save your bids.
- When you are OFF LINE (grey indicator at the top right of your bid page) you may only save your bids.
- For your bids to be used for the award process they **must** be submitted.

SUBMIT ➡ ⬅ SAVE

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Buddy Bidding with the New U.I.:

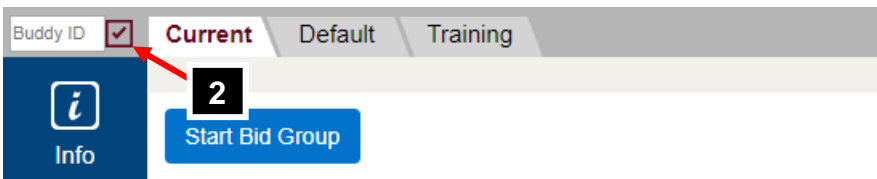When Buddy Bidding you must indicate the employee number (numbers only, no letter prefix) in the Buddy ID field.

> Be sure to indicate your buddy's employee number in the appropriate bid (Current or Default) that you are using for the buddy bid.
>
> Also, if you have an employee number in a Current Bid without any bid groups, PBS will see that as a valid bid and use that bid for awards even if the rest of the bid is blank.
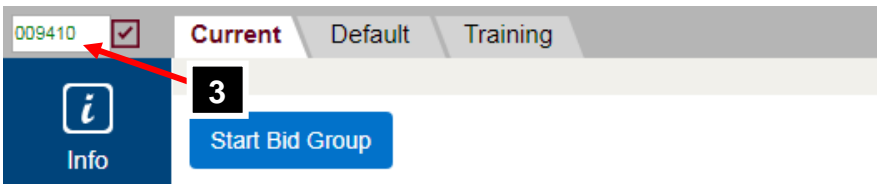
To add your buddy:
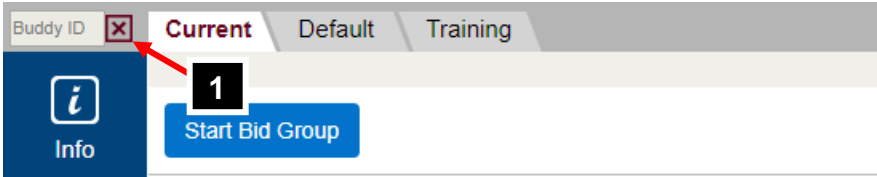
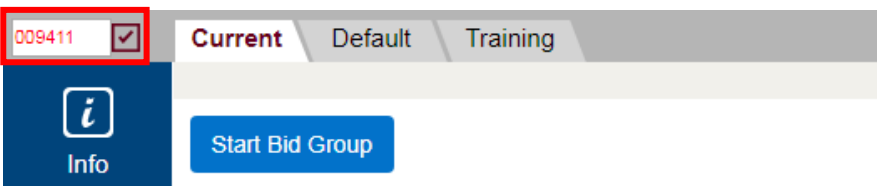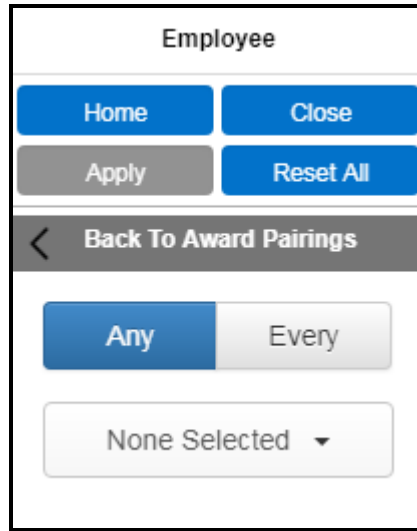|	
	"Open" the *buddy bid* option by clicking on the "X" [1].
	The "X" will change to show a checkmark [2].
	Enter your buddy's employee number (no letter prefix) [3]. A **GREEN** number indicates that it is a valid number.
	Click on the check mark to close and "lock in" the buddy [4].
	NOTE: If the number is displayed in **RED** then the number is not valid and will be rejected when closing the Buddy ID box.
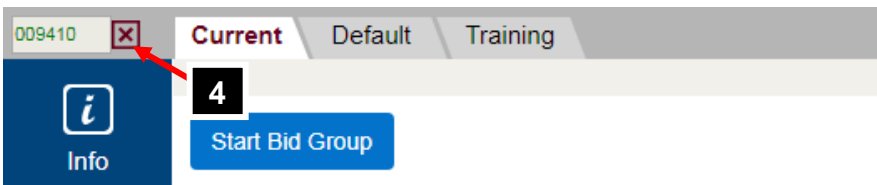
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Correction/Clarification: Any – Every Employee:

There is a correction/clarification to the "Employee" bid option from what was reviewed during the PBS New U.I. Presentations.

- The Employee option in a bid line instructs PBS will search out pairings with either ANY **leg** (flight) or pairings with EVERY **leg** with the selected employee number(s) depending on what parameter is selected.
- So, when using ANY, PBS may award a pairing (or pairings) that share one leg with the pairing awarded to the senior/higher classification. If you prefer to operate an entire pairing with the selected employee(s) then use EVERY.
- Also, selecting more than one employee does not mean that all employees must be on the same pairing, only one.

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"Pairing Departing On" vs "Layover Starting On":

Remember that the date that the pairing departs and the date that a layover occurs may be specified in a bid line. The two are not interchangeable however. So, if you want a pairing to depart on a specific date use Depart On [1] and if you want a layover to occur on a specific date then use On [2] under the Layover option.

PBS New User Interface Error Report:

To identify possible issues within PBS vs those that are local or with the device or browsers, an error reporting form has been produced to assist us in tracking errors/issues that can be brought back to Navblue.

A link to the form [1] is found on the Info tab in PBS. Clicking on the link will bring you to the form which asks for general information on the issue at hand as well as contact information, the browser and device that you are using. This form is not meant to provide a response for bidding assistance, please continue to be in touch with your local PBS Committees for bidding assistance and information.