PBS: Enhancements/Changes

Effective March 12, 2020, the next update to PBS (Release 20.1) will be installed. The information below is to bring you up to date on the changes that this update will feature.

As with any update to PBS, you should clear your browser's cache and web data

In this bulletin:

Mainline and Rouge

- General:
    - Single Sign In (SSO) process reminder   New/Old UI
    - Aircraft Type additions/changes   New/Old UI
    - Followed By and Position bids   New/Old UI
    - Using PBS offline reminder   New UI

- Bids Tab:
    - Start Bid Group button relocation/operation   New UI

NOTE: Unless otherwise indicated, all changes apply to both Mainline and Rouge. In some cases the Mainline or Rouge screen will be displayed however the functionality is the same or similar.

The "Old" User Interface remains in effect. Once the end of support for this interface has been determined you will be advised of the end date along with a pre-determined "sunset" period of no less than three (3) months.

Direct Access link to access PBS

Mainline:
    Old UI: https://acapbs.navblue.aero
    New UI: https://acapbs.navblue.aero/webapp

Rouge:
    Old UI: https://rgapbs.navblue.aero
    New UI: https://rgapbs.navblue.aero/webapp

PBS: Enhancements/Changes

General: Single Sign On (SSO) process reminder:

The addition of the SSO has increased the need to follow the proper procedures for logging out of PBS. Simply closing the browser or tab is not sufficient. Once you are finished using PBS you should log out and close the browser tab where the "Signed Off" message is displayed.

There will be times when the log in process is interrupted or unexpected results occur. If your internet connection is still intact then, in these cases, we recommend the following:

1. In your browser, clear your cache. This is a browser specific function and if you are unfamiliar with it then refer to your browser's help file or do a search on the internet on cache clearing instructions for your browser. If you are given the option, select "for all time" in the Time Range option.

2. After your cache has been cleared then:
   - Close all tabs within your browser
   - Close your browser COMPLETELY
     - On a Mac you will need to quit the browser
     - On an iPad/iPhone you will need to double-tap the home button and "swipe-up" on the browser to close it

3. Re-open your browser and re-attempt to log in

These issues are frustrating and we continue to work with the various parties involved to try and reduce them.

LOG IN AND LOG OUT – WALK THROUGH EXAMPLE

- In this example:
  1. We are logging in to the New UI by using the <u>direct link</u> in our browser's address bar:
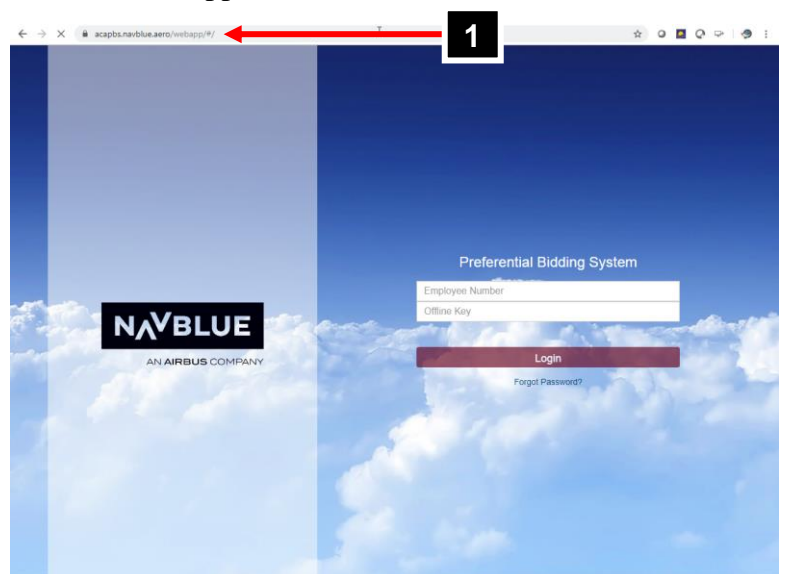
     Mainline:
       New UI: https://acapbs.navblue.aero/webapp

     Rouge:
       New UI: https://rgapbs.navblue.aero/webapp

STEP 1: Enter the direct access link into your browser's address bar [1]

- PBS will initially display the traditional sign on page however <u>you must wait until the aeronet sign on page is displayed</u>
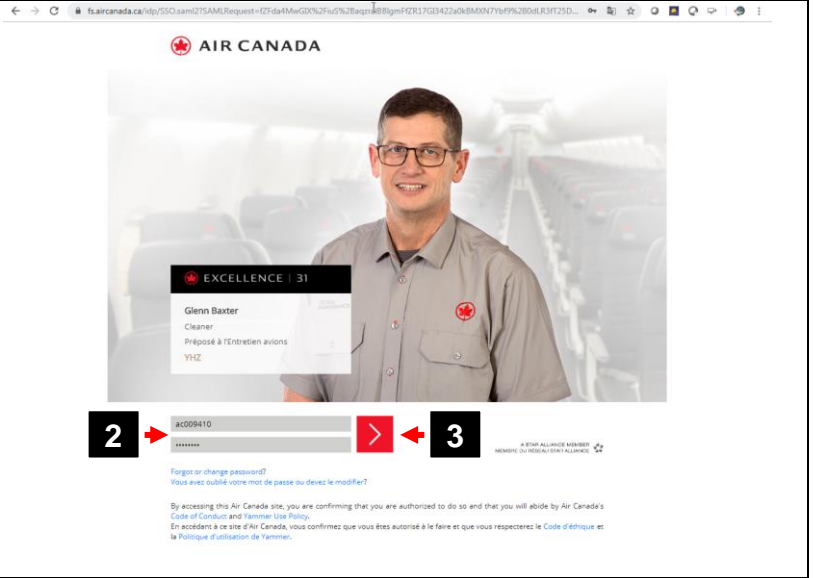

Continued…

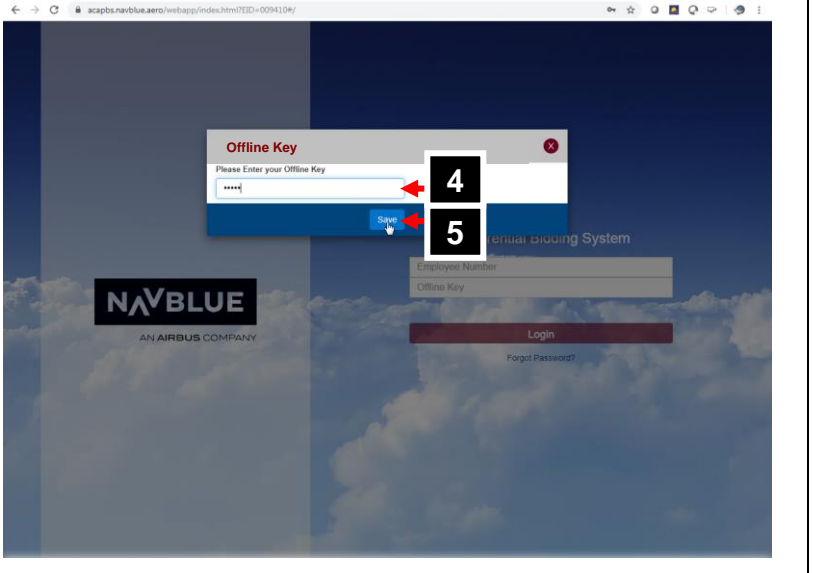**STEP 2:** Sign on to the aeronet (this is the SSO element)

- Enter your aeronet user ID and password [2]
- Hit "Enter" or click on the Sign On button [3]
- You will be returned to PBS

NOTE: You may also be asked for your Multifactor Authentication (MFA) code. For more information on MFA please refer to the information on the portal (acaeronet.aircanada.ca)
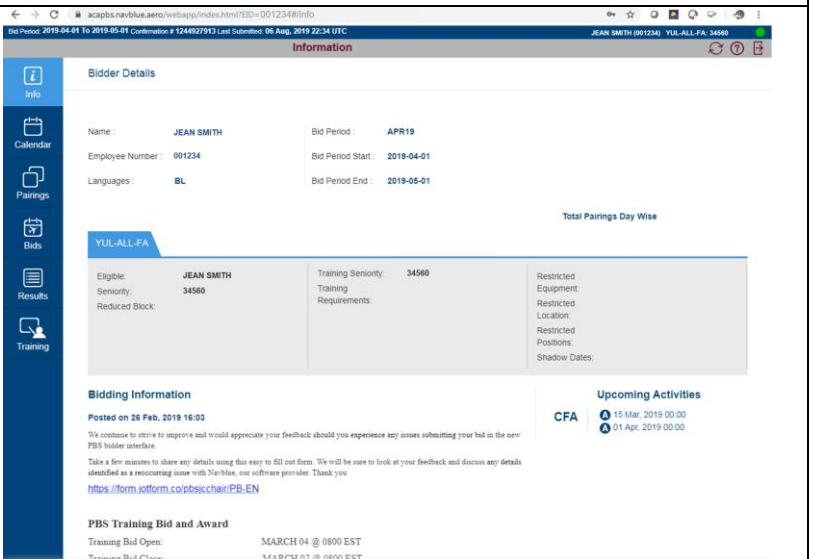

STEP 3: Enter your **Offline Key**

- If this is your first time using PBS (New UI) on this device and this browser, then enter in an Offline Key (a password you create for using PBS offline) [4]
- If this is not your first time using PBS (New UI) on this device and this browser and you have already created an Offline Key then enter it [4]
- Click on Save [5]

STEP 4: Start using PBS

NOTE: If you plan on using PBS offline then take note of your Offline Key. You may use the same Offline Key as often as you like. Remember that the Offline Key is only good for the specific device and browser you are using
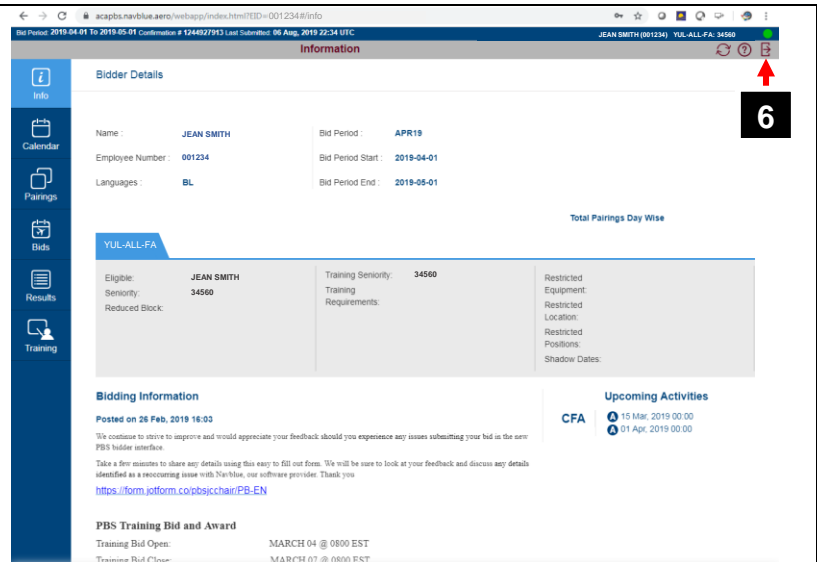
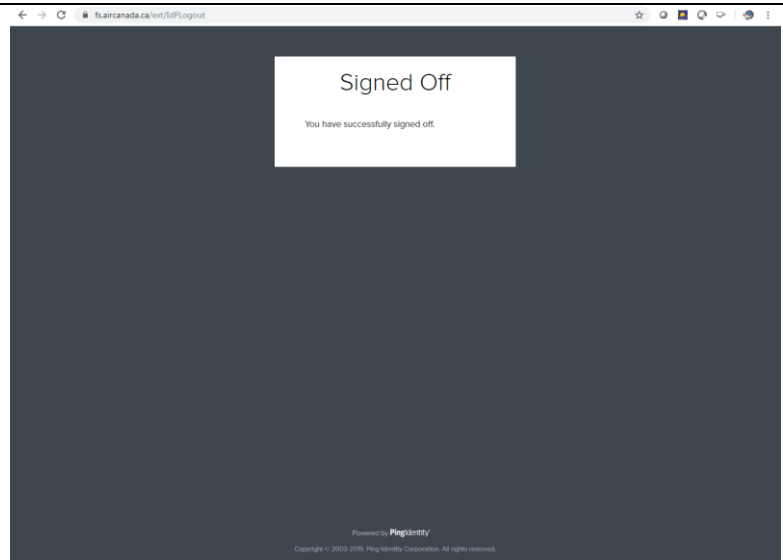**STEP 5:**   Logging off

- Once you are finished using PBS and have synchronized your bids (if desired) then log out of the system [6]
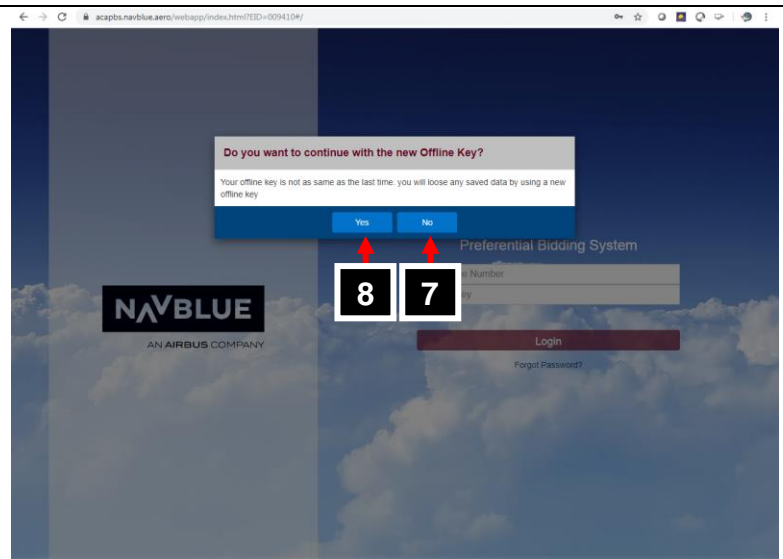

- You are now logged out of PBS
- Close this tab/window

If you enter a different Offline Key then PBS will display a warning message asking if you want to continue with the "new" Offline Key

- If you are using PBS offline and want to retrieve any saved bids:
  - Click No [7] and reenter the correct Offline Key

- If you are not using (or have not used) PBS offline:
  - You may click Yes [8]
  - Any "saved" bids will be lost BUT not any bids that were previously synchronized
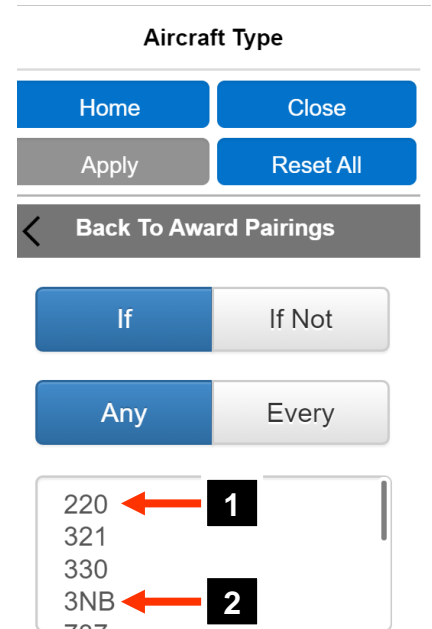
PBS: Enhancements/Changes

Aircraft Type additions/changes:

Issues related to the number of aircraft types that are permitted by systems outside of PBS have created a limitation to what aircraft types may be displayed by PBS. As a result, we have had to combine two aircraft types into one in order to add the new Airbus 220 to the list.

With this new release, the following changes to the list of aircraft (Aircraft Type) in the Pairings and Bids tabs have been made:

- 220: Mainline Only
  In PBS, the designation **220** [1] will appear on the "Aircraft Type" list and represent the A220-300
  Pairings viewed within PBS will display "220" for any flight operated by the A220-300.
  Pairings viewed on the pairing file (available on the portal) will display "223" for any flight operated by the A220-300

- 3NB: Mainline and Rouge
  In PBS, the designation **3NB** [2] (Airbus 3-Narrow-Body) will appear on the "Aircraft Type" list and represent both the A319 and A320 for Mainline and Rouge.
  Pairings viewed within PBS will display "3NB" for any flight operated by the A319 or A320
  Pairings viewed on the pairing file (available on the portal) will display "319" for any flight operated by the A319 and "320" for any flight operated by the A320

Pairing Displays (some elements of the pairings displayed are not shown to highlight differences in aircraft):

In PBS   **In Bid Package**

NOTE: Any bid lines that contained "319" and/or "320" designators in your bid will be **automatically modified** to the new 3NB designator.

NOTE: Any bid lines that contained 223 (the original A220-300 designator) must be **manually modified** to the new 220 designator.

PBS: Enhancements/Changes

General: Followed By and Position bids:

The "Followed By" bid line option provides interesting possibilities when bidding. We have learned there are limitations when using this bid line with the "Position" option, specifically when more than one position is included.

PBS does not recognize the order of the positions in the Position option

After discussing this with the development team at NavBlue, recognizing the position order is not possible within a Followed By bid line, that if you want to maximize the number of pairings awarded with the order of positions that you use multiple Followed By bid lines each with one position.

For example, my preference is for layovers in LHR followed by layovers in LAX as GJ first, FA second:

7. Award Pairings If Layover LHR If Position GJ Followed By Pairings If Layover LAX If Position GJ
8. Award Pairings If Layover LHR If Position GJ Followed By Pairings If Layover LAX If Position FA
9. Award Pairings If Layover LHR If Position FA Followed By Pairings If Layover LAX If Position GJ
10. Award Pairings If Layover LHR If Position FA Followed By Pairings If Layover LAX If Position FA
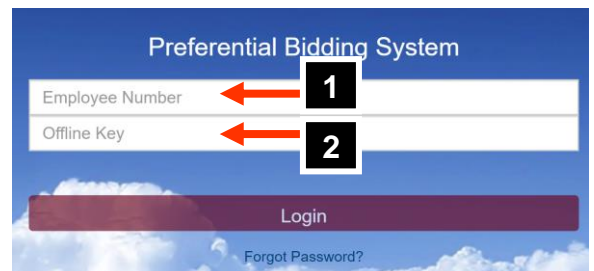
General: Using PBS offline reminder:

With the New User Interface (New UI) you may use PBS offline (without an internet connection) to search for pairings and create your bid.

To use PBS offline you should:
1. While still online, log in to PBS which allow the synchronize process to complete
    a. Remember the Offline Key that you used during the log in process, that "key" is what will be used to confirm your identity when logging in off line
2. When offline, you must use the same device and browser as when you synchronized PBS
3. In the **Employee Number** area [1] enter your employee number WITHOUT THE "AC" (Mainline) or "RG" (Rouge)
4. In the **Offline Key** area [2] enter the offline key that was used during the log in process earlier
5. Click on **Login** [3]

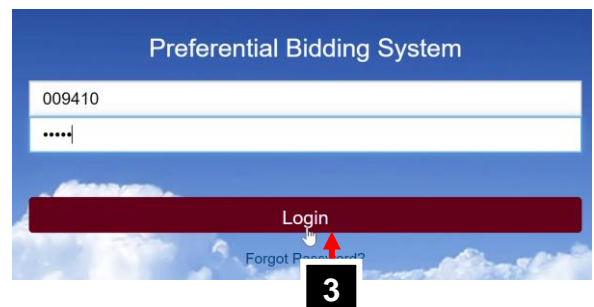You will now be brought to the Info page and have access to PBS offline.

When offline, you my only save bids. Saved bids are not used for awards. To have your saved bids used for awards you must be connected to the internet and submit them [4]

PBS: Enhancements/Changes

Bids Tab: Start Bid Group button relocation/operation

The Start Bid Group button [1] is now located on the right had side of the bid page.

The icons [2] are now always visible. They are grey when not available and maroon/dark red when they are available.

When Start Bid Group is selected the Bid Preference Editor will open and displays the Start Bid Group options [3] (Mainline options shown in this example)