

PBS WebApp Offline Mode


The PBS WebApp (New U.I.) can be used in Offline mode to search previously synchronized pairings, create bids and save your bids if you do not have internet access. This feature relies on saving information in your browser's cache.



PBS may be used Offline (not connected to the internet) however some functions are not available, such as being able to load pairing revisions or being able to submit your bids. You must be Online (connected to the internet) to synchronize data and submit your bids.

Reminder: Only submitted bids are used by PBS to award your block.

There are several steps which must be followed to effectively use PBS in Offline mode.


1. Ensure you are using a supported device, browser and operating system (OS). To verify your setup, login to PBS, click on the  symbol in the top right corner, choose Help from the drop-down menu and type "Supported Browsers and Devices" in the search box. A list of the most current requirements will be displayed. NOTE: It may be possible to access and use the WebApp Offline with a non-supported device, browser and/or OS. However, if you run into any difficulties they will not be resolved.
2. Ensure you are not using private/incognito browser mode when accessing the WebApp. Caching of data must be enabled in your browser settings.
3. You must login to the WebApp using the **Direct Access Link** while the bid period is open and synchronize the current bid period data. If you login through the portal (ACaeronet), although PBS will complete the synchronization process, the information will not be available in Offline mode. **Only data synched by accessing PBS through the Direct Access Link will be available in Offline mode.**



PBS Direct Access Link


Mainline: <https://acapbs.navblue.aero/webapp>

Rouge: <https://rgapbs.navblue.aero/webapp>

4. Create an Offline access key and remember it. You will need it later.
5. Once you synchronize the bid period data, we recommend clicking on all pages (Info, Calendar, Pairings, Bids, etc.) and tabs (Current and Default under both FA & P if applicable) while in Online mode. This will ensure the caching of all the information for each page/tab accessed.
6. Logout using the  icon in the top right corner.
7. **Do NOT clear the browser's cache.** Ensure the browser used is not automatically clearing the cache upon closing. Some browser settings (ex: Microsoft Edge) have the option while others may be pre-set by a corporate network (ex: spouse's work laptop).

PBS WebApp Offline Mode

With no internet access (Offline):


1. Use the SAME browser and device as was used to synchronize data while in Online mode.
2. Enter the **Direct Access Link** directly into your browser's address bar.
3. Once the Offline Login page loads, enter your 6-digit employee number **without** the AC or RG prefix.
Ex: 012345.
4. Enter the same Offline key as was used to synchronize the data in Online mode.
5. You can now search pairings and create bids in Offline mode.
6. **Save** your bids! This will save the information in the browser's cache. Submitting bids is **not** possible in Offline mode.
7. Log out of the WebApp using the  icon in the top right corner.
8. **Do NOT clear the browser's cache.** If you do, you will lose any saved but not yet submitted bids along with the ability to access PBS in Offline mode. You will have to start over from the beginning.



Saving is not the same as submitting.

Only submitted bids are used by PBS to award your block.

With internet access (Online):

1. Use the SAME browser and device as was used to save your bids while in Offline mode.
2. Use the **Direct Access Link** to access the WebApp.
3. Enter the same Offline key as was used to save your bids in Offline mode.
4. Synchronize data. This will import any cached information stored in the browser, including your saved bids.
5. Review your bids. Adjust them, if necessary, especially if there have been pairing revisions.
6. **SUBMIT your bids!** Take a screenshot of the bid submission confirmation number with date and time stamp for your records.
7. Log out of the WebApp using the  icon in the top right corner.

A quick way to determine if you're in Online or Offline mode while in the WebApp is to check the indicator on the top blue bar, to the far-right of your name.

- Online = a GREEN circle
- Offline = a GREY circle

