

PBS: 21-4 Update

PBS Release 21-4 has been installed. Although no new features or enhancements are included in this update, there are several bug fixes (and a security patch). Installing the most up-to-date release available helps ensure system stability.



As of Release 21-3, PBS will compare the version number of the information stored in certain browser's caches to that of the information stored on the server. If the versions differ, the contents of the browser cache will be cleared to maintain compatibility between server and browser for each session. **This may result in the loss of saved bids but does not impact submitted bids.** A pop-up will inform you if the cache will be cleared. You must click "OK" to proceed.

We highly recommend bidding in the WebApp (New UI) whenever possible.

To access PBS using the Direct Access Link (bypassing the portal) continue to use the following:

Direct Access Link for PBS



Mainline:

WebApp (New UI): <https://acapbs.navblue.aero/webapp>

Old UI: <https://acapbs.navblue.aero>

Rouge:

WebApp (New UI): <https://rgapbs.navblue.aero/webapp>

Old UI: <https://rgapbs.navblue.aero>

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WebApp

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Reminders

21-4 Supported Browsers/Devices/Operating System (OS)

Mobile Devices

NAVBLUE N-PBS is supported and tested on the following mobile devices, using either Safari or Chrome applications:

- iPad
- iPad Air
- iPad Pro
- iPhone Plus
- iPhone Pro

Operating Systems

The N-PBS Bidder Interfaces are tested and supported on the following operating systems:

- iOS 15.0
- Windows 10
- Catalina

Supported Browsers


NAVBLUE N-PBS is supported and tested only on the most recent versions of the following browsers:

- Chrome
- MS Edge
- Firefox
- Safari (on Macintosh computers running macOS Catalina)

Browser Settings

NAVBLUE N-PBS requires javascript, pop-up windows and cookies enabled in all browsers.



The above list of supported devices, operating systems and browsers is subject to change with updates to the system. For the most up-to-date list, log in to PBS and select the Help function  > Help. Search “supported browsers and devices”.

PBS Bidder’s Guide and Bulletins

The PBS Bidder’s Guide is an abbreviated tool and reference to help you bid using the Air Canada version of Navblue’s Preferential Bidding System. It provides information on most preferences available to you as well the processing logic used by PBS to create the awards. Although the Guide dates from 2015 and all screenshots depict the Old UI, the vast majority of information remains applicable. The PBS Bidder’s Guide can be accessed via the Air Canada Component of CUPE website (<https://acomponent.ca>) under Resources>PBS Bidder’s Guide & Bulletin Updates or ACaeronet>IFS>ePub>Administrative Procedures>I.T. Applications & Tools>PBS (Preferential Bidding System).

PBS Bulletins have been issued alongside updates to the system since the New UI was introduced in 2017. Any new features, enhancements and processing changes which are not contained in the Bidder’s Guide have been included

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in the bulletins. A revised Side-by-Side of the Old UI vs New UI was issued last year and depicts screenshots of both UIs with updated information. This bulletin may be of particular use to members switching to the New UI as well as for New Hires learning the system for the first months. Further PBS bulletins have been issued highlighting specific features such as Set Conditions, Offline Mode, Dual Classification and general bidding reminders. All PBS bulletins are available both on the Air Canada Component of CUPE website (<https://acomponent.ca>) under Resources>PBS Bidder's Guide & Bulletin Updates and via ACAeronet>IFS>Crew Scheduling & Planning>Bidding Tools & Information, scroll down to Bulletins.

Please consult both the PBS Bidder's Guide and the PBS Bulletins for information relating to bid creation, preference options, processing logic and awards. Should information differ between the Bidder's Guide (2015) and PBS Bulletins, the information contained in the bulletins will supersede that of the Bidder's Guide. In the event of a discrepancy between the Bidder's Guide, PBS Bulletins and the Preferential Bidding System (PBS), the online PBS Help feature will be used as the most up-to-date version.

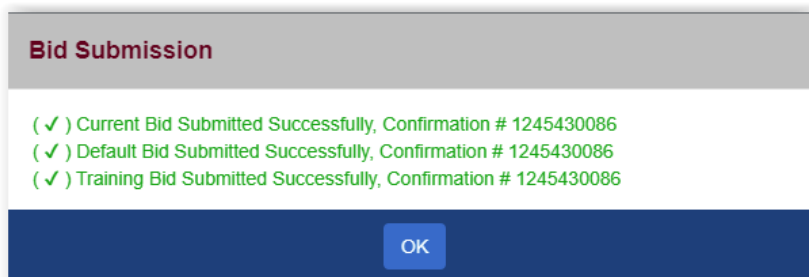
Submit vs Save

SUBMIT    SAVE

Only your last SUBMITTED bids are used for the award process.

When you SAVE your bid, a copy of your bids (Current, Default & Training) is only stored on the device that you are using at the time. You do not get a confirmation number when you save your bids. If, for example, you save your bids on your laptop (without submitting) and then go to your iPad, you will not see the changes to your bid that were made on your laptop.

When you SUBMIT your bid, a copy of your bids (Current, Default & Training) is sent to and stored in the PBS databank (server) AND saved to your device. When you submit your bids, PBS will display a pop-up with a confirmation number:



- When you are ONLINE (green indicator at the top right of the bid page) you may submit or save your bids.

JEAN SMITH (001234) YUL-ALL-FA: 34560 

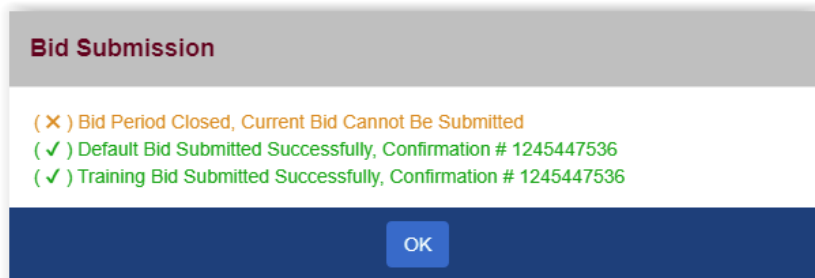
- When you are OFFLINE (grey indicator at the top right of your bid page) you may only save your bids.

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

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Remember that you may access your bids outside of the bid period. If the Current bid period is closed and you click on “Submit” then only your Default and Training bids will be submitted. If you also created a Current bid, it will only be saved and not submitted. In this case PBS, will display a pop up like this one:



If you want PBS to process your Current bid for your award, it must be submitted while the bid period is open.

Using Multiple Parameters on One Bid Line

Bid line preference options are usually combined with other options when creating a bid line. **All** options in a bid line must match a pairing or pairings for the pairing to be awarded/avoided.

Example: *Award Pairing If Allowance Amount > \$300 If Departing On Monday If Any Layover in OGG And Of Duration > 30:00*

For PBS to award any pairing(s) from this bid line they must have ALL of the following:

- Allowance > \$300
- Depart on Monday
- OGG Layover > 30:00

If any of these options are not part of the pairing, it cannot be awarded from this bid line.

You may combine up to a maximum of 10 bid line preferences on a bid line. The more options used, the more restrictive the request becomes, narrowing down the possible pairings that could be awarded from the bid line. It is possible that the combination of options placed together on the same bid line results in no pairings available. When using several options on a bid line, it is worthwhile to verify if PBS can award any pairing(s) from that bid line. To verify, go to the Pairings Tab and select all of the desired bid line options in the Pairing Preferences menu and click Apply. The PBS filter feature will return any pairings that match ALL of the options. If no pairings are returned, then PBS cannot award any pairing(s) from the bid line. You can then adjust your bid line accordingly.



Do NOT use the following preferences together on the same bid line:

- *Pairing Number* and *Pairing Number Departing On*
- *Depart On* and *Layover On*

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Position GJ/GY/FA

GJ is the designated forward galley position on wide-body aircraft (A330, 787 & 777). GY is the designated AFT galley position **only for the 77P**. On pairings with multiple aircraft, the GY will operate as FA on non-77P aircraft.

Flight Attendants can bid for or avoid the GJ, GY & FA position. However, you are not required to bid for a position. If no position is indicated on the bid line, and so long as it has not been avoided at a higher bid line, PBS will automatically assign positions in the following order (unless that position is not available): FA, GJ, GY

NOTE: When more than one position is added to a bid line, PBS will honour them in the order in which they appear on that bid line.

Exception: When using *Followed By* with *Position* on the same bid line, PBS cannot recognize the order of the positions.



If no position is indicated on the bid line OR if a position is not avoided at a higher bid line, it is possible that a more senior crew member may be assigned as GJ or GY than the most junior through an awarding process known as Swapping. This process has been part of PBS since its inception. For more information on Swapping, refer to the Bidder's Guide.

For further information on how to create a bid line using *Position*, refer to PBS Bulletin 9.

Bidding Assistance

For Bidding Assistance, please contact the Local PBS Committee at your base.

Mainline:

- YUL: spp.pbs4091@gmail.com
- YYZ: pbsyyz@gmail.com
- YYC: pbs@local4095.ca
- YVR: pbs@local4094.ca

Rouge (All bases):

- pbs@cupe4098.ca