

# July 2020

July block month is from July 5<sup>th</sup> to August 3<sup>rd</sup>

Min 71:00 Max 80:00

Bids open June 18<sup>th</sup> at 0001  
Bids closes June 24<sup>th</sup> at 0001  
Awards published June 26<sup>th</sup> at 2300  
Contesting opens June 26<sup>th</sup> at 2300  
Contesting closes June 29<sup>th</sup> at 2300  
Contesting published July 1<sup>st</sup>  
Netline Publish July 2<sup>nd</sup>

## REMINDER

Pairings are revised every month before bid closes and the pairing revisions are published in Aeronet under In Flight Services >Crew Scheduling and Planning>Block Bid Packages. If you bid by pairing numbers, it is recommended that you verify the pairing revisions before bid closes. The block times can be adjusted at any time by the commercial team due to a number of things such as slot availability route performance or equipment on route

## Bidding Assist

Instructors will be available during bidding via email.

Please, send us an email at pbsyyz@gmail.com. If you would like to speak to an instructor, in your email please include a telephone number so we may call you and the best hours to contact you.

## Coverage tips

There is the possibility of coverage at the beginning of July and possibly weekends

## Forget and Redo

If you are awarded for coverage, PBS will follow your bid and read and follow Forget & Redo instructions during the coverage award process. If you use a Forget that brings pairings previously avoided back into the pairings pool then they are available to be awarded after the Forget bid line. That may be a bidding strategy where "If I have to work on X and Y then I want this type of flying." If that is not your preference and you would rather that PBS return back to a higher point in your bid and reprocess higher bid lines then a Redo From should be considered.

## Time off after or before during coverage

PBS will not use bid lines that have "Time Off Before" and/or "Time Off After". The rationale behind this is that PBS can not put itself in a situation where to honour a Time Off Before/After prevents additional coverage dates from being processed.

## Set Condition

Set Condition Minimum Credit is not considered for Coverage Awards. Coverage awards are processed first and to the extent required. The Set Condition Minimum Credit request is considered once PBS has completed Coverage awards and reads your bid to complete your block

## Duty Summary Chart

July 2020 Monthly Planned Duties								
Route	Equipment	Planned Block Rules	SD Count	FA Count	Max Planned Sched Duty	Min Sched Rest L/O *	Rest on Return to Home Base	
							Block Holder	RSV Block Holder
<b>YYZ Routes</b>								
YYZ-PEK-YYZ	773	LOU18	2SD	10FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-PEK-YYZ	772	LOU18	2SD	8FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-PEK-YYZ	789	LOU18	2SD	7FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-NRT-YYZ	773	LOU18	2SD	10FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-ICN-YYZ	788	LOU18	2SD	6FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-ICN-YYZ	789	LOU18	2SD	7FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-ICN-YYZ	773	LOU18	2SD	10FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-PVG-YYZ	772	LOU22A	2SD	9FA	18:00	24 Hours	36 Hours	72 Hours
YYZ-PVG-YYZ	789	LOU22A	2SD	8FA	18:00	24 Hours	36 Hours	72 Hours
YYZ-PVG-YYZ	773	LOU22A	2SD	11FA	18:00	24 Hours	36 Hours	72 Hours
YYZ-PVG-YYZ	788	LOU22A	2SD	7FA	18:00	24 Hours	36 Hours	72 Hours
YYZ-HKG-YYZ	772	LOU22A	2SD	9FA	18:00	24 Hours	36 Hours	72 Hours
YYZ-HKG-YYZ	773	LOU22A	2SD	11FA	18:00	24 Hours	36 Hours	72 Hours
YYZ-HND-YYZ	788	LOU18	2SD	6FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-HND-YYZ	789	LOU18	2SD	7FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-HND-YYZ	772	LOU18	2SD	8FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-HND-YYZ	773	LOU18	2SD	10FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-HND-YYZ	77P	LOU18	2SD	11FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-TLV-YYZ	772	B14	2SD	7FA	15:00	12 Hours	24 Hours	24 Hours
YYZ-TLV-YYZ	788	B14	2SD	6FA	15:00	12 Hours	24 Hours	24 Hours
YYZ-TLV-YYZ	789	B14	2SD	7FA	15:00	12 Hours	24 Hours	24 Hours
YYZ-DEL-YYZ	788	LOU22A	2SD	7FA	18:00	24 Hours	36 Hours	72 Hours
YYZ-DEL-YYZ	789	LOU22A	2SD	8FA	18:00	24 Hours	36 Hours	72 Hours
YYZ-DEL-YYZ	773	LOU22A	2SD	11FA	18:00	24 Hours	36 Hours	72 Hours
YYZ-DXB-YYZ	788	LOU18	2SD	6FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-DXB-YYZ	789	LOU18	2SD	7FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-DXB-YYZ	772	LOU18	2SD	8FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-DXB-YYZ	773	LOU18	2SD	10FA	16:15	24 Hours	36 Hours	72 Hours
YYZ-BOM-YYZ	772	LOU22A	2SD	11FA	18:00	24 Hours	36 Hours	72 Hours
* PLEASE BE ADVISED THESE ARE PLANNED REST TIMES AT LAYOVER POINTS, DURING IROP THESE MAY BE REDUCED. FOR DETAILS PLEASE SEE APPENDIX III (PAGE 170) OF COLLECTIVE AGREEMENT.								

## SERVICE DIRECTORS ONLY

Service Directors up to and including Seniority Number 04110 bid within Service director classification only. All others to bid both Service Director and Flight Attendant classification

In the current system – one would bid for SD (P)



Info Calendar Bids Results Settings Pairings Training Patterns Help Print Log Out

Period APR20 Type DefaultBid Category YUL-ALL-P Confirmation # 1245279432 Last Submitted: 2020-04-16 21:13:15 UTC

Buddy:

1. Start Pairings
2. Waive 4 Days Off in 14
3. Waive 1 Day Off in 7
4. Prefer Off Aug 1, 2018
5. Set Condition No Same Day Pairings Else Start Next Bid Group
6. Award Pairings If Pairing Number Between Z9999 And A0001
7. Award Pairings If Any Aircraft Type 223
8. Award Pairings If Any Aircraft Type 3NB
9. Award Pairings If Any Aircraft Type 3NB
10. Award Pairings If Any Aircraft Type 3NB
11. Award Pairings If Any Aircraft Type 3NB
12. Award Pairings If Pairing Number > A0065
13. Award Pairings If Departing On Jul 3, 2018
14. Award Pairings If Departing On Jul 2, 2018
15. Prefer Off Jun 1, 2018, Jun 2, 2018
16. Prefer Off May 1, 2018, May 2, 2018
17. Prefer Off Jun 1, 2018, Jun 2, 2018
18. Prefer Off Apr 18, 2018, May 16, 2018, Jun 13, 2018, Jul 18, 2018, Aug 15, 2018, Sep 12, 2018, Oct 17, 2018, Nov 14, 2018, Dec 12, 2018, Jan 16, 2019, Feb 13, 2019, Mar 13, 2019, Apr 17, 2019
19. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018
20. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018, Aug 16, 2018, Aug 17, 2018, Sep 16, 2018, Sep 17, 2018, Oct 16, 2018, Oct 17, 2018, Nov 16, 2018, Nov 17, 2018, Dec 16, 2018, Dec 17, 2018, Jan 16, 2019, Jan 17, 2019, Feb 16, 2019, Feb 17, 2019, Mar 16, 2019, Mar 17, 2019, Apr 16, 2019, Apr 17, 2019, May 16, 2019, May 17, 2019
21. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018, Aug 16, 2018, Aug 17, 2018, Sep 16, 2018, Sep 17, 2018, Oct 16, 2018, Oct 17, 2018, Nov 16, 2018, Nov 17, 2018, Dec 16, 2018, Dec 17, 2018, Jan 16, 2019, Jan 17, 2019, Feb 16, 2019, Feb 17, 2019, Mar 16, 2019, Mar 17, 2019, Apr 16, 2019, Apr 17, 2019, May 16, 2019, May 17, 2019
22. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018, Aug 16, 2018, Aug 17, 2018, Sep 16, 2018, Sep 17, 2018, Oct 16, 2018, Oct 17, 2018, Nov 16, 2018, Nov 17, 2018, Dec 16, 2018, Dec 17, 2018, Jan 16, 2019, Jan 17, 2019, Feb 16, 2019, Feb 17, 2019, Mar 16, 2019, Mar 17, 2019, Apr 16, 2019, Apr 17, 2019, May 16, 2019, May 17, 2019
23. Award Pairings If Pairing Number M5056
24. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018, Aug 16, 2018, Aug 17, 2018, Sep 16, 2018, Sep 17, 2018, Oct 16, 2018, Oct 17, 2018, Nov 16, 2018, Nov 17, 2018, Dec 16, 2018, Dec 17, 2018, Jan 16, 2019, Jan 17, 2019, Feb 16, 2019, Feb 17, 2019, Mar 16, 2019, Mar 17, 2019, Apr 16, 2019, Apr 17, 2019, May 16, 2019, May 17, 2019
25. Award Pairings If Departing On Jul 23, 2018
26. Award Pairings If Pairing Number M5073, M5014, M8046, M5074
27. Award Pairings If Departing On Jul 3, 2019
28. Award Pairings If Every Aircraft Type 787 If Departing On Jul 2, 2018, Jul 3, 2018, Jul 4, 2018
29. Award Pairings If Pairing Number M5073
30. Award Pairings If Every Aircraft Type 777 If Any 1 Leaves In BVG

Submit All Bids

If you have to protect yourself with the FA position – where it states category - click down on the arrow and you will see your base YXX-ALL-FA

Click and then your bid will then become FA. Bid as a FA. Remember, this is a new bid so re-enter your prefer offs, avoids and your award preferences

Info Calendar Bids Results Settings Pairings Training Patterns Help Print Log Out

Period APR20 Type DefaultBid Category YUL-ALL-P Confirmation # 1245279432 Last Submitted: 2020-04-16 21:13:15 UTC

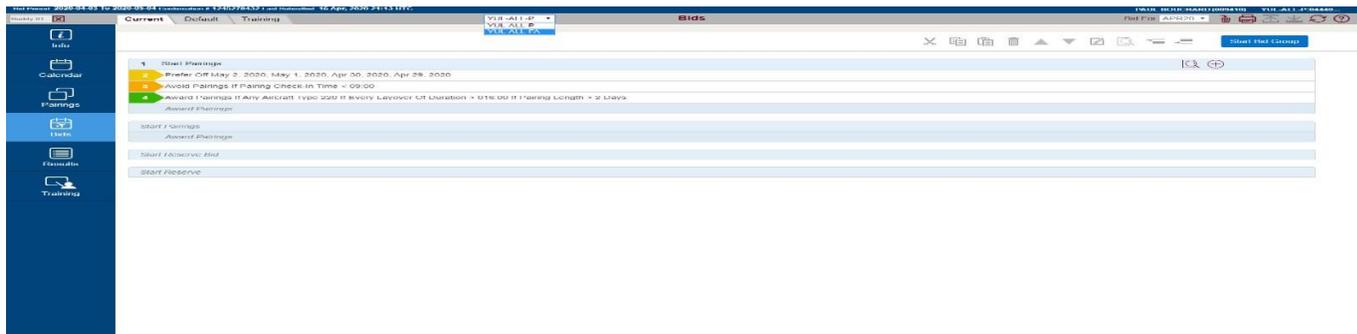
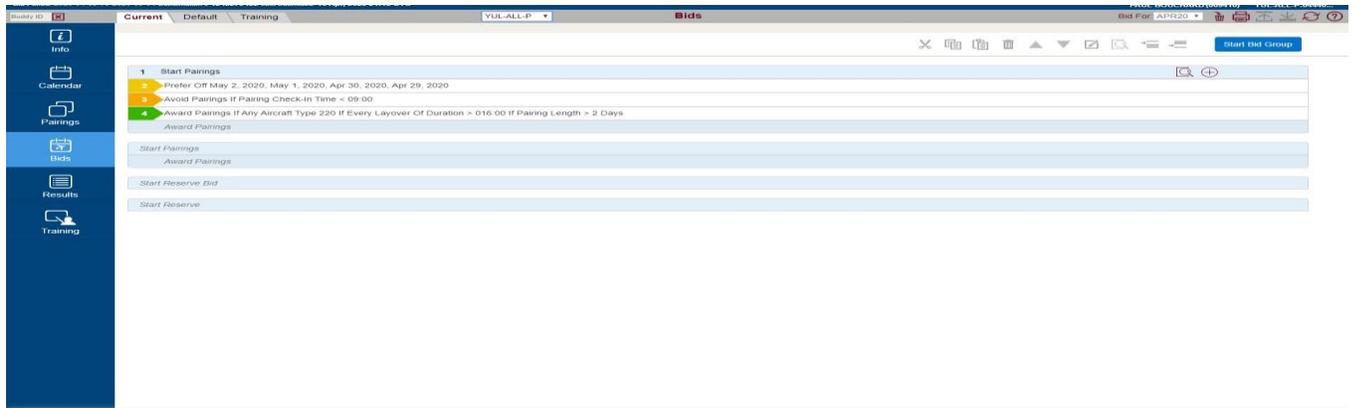
Buddy:

YUL-ALL-FA

1. Start Pairings
2. Waive 4 Days Off in 14
3. Waive 1 Day Off in 7
4. Prefer Off Aug 1, 2018
5. Set Condition No Same Day Pairings Else Start Next Bid Group
6. Award Pairings If Pairing Number Between Z9999 And A0001
7. Award Pairings If Any Aircraft Type 223
8. Award Pairings If Any Aircraft Type 3NB
9. Award Pairings If Any Aircraft Type 3NB
10. Award Pairings If Any Aircraft Type 3NB
11. Award Pairings If Any Aircraft Type 3NB
12. Award Pairings If Pairing Number > A0065
13. Award Pairings If Departing On Jul 3, 2018
14. Award Pairings If Departing On Jul 2, 2018
15. Prefer Off Jun 1, 2018, Jun 2, 2018
16. Prefer Off May 1, 2018, May 2, 2018
17. Prefer Off Jun 1, 2018, Jun 2, 2018
18. Prefer Off Apr 18, 2018, May 16, 2018, Jun 13, 2018, Jul 18, 2018, Aug 15, 2018, Sep 12, 2018, Oct 17, 2018, Nov 14, 2018, Dec 12, 2018, Jan 16, 2019, Feb 13, 2019, Mar 13, 2019, Apr 17, 2019
19. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018
20. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018, Aug 16, 2018, Aug 17, 2018, Sep 16, 2018, Sep 17, 2018, Oct 16, 2018, Oct 17, 2018, Nov 16, 2018, Nov 17, 2018, Dec 16, 2018, Dec 17, 2018, Jan 16, 2019, Jan 17, 2019, Feb 16, 2019, Feb 17, 2019, Mar 16, 2019, Mar 17, 2019, Apr 16, 2019, Apr 17, 2019, May 16, 2019, May 17, 2019
21. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018, Aug 16, 2018, Aug 17, 2018, Sep 16, 2018, Sep 17, 2018, Oct 16, 2018, Oct 17, 2018, Nov 16, 2018, Nov 17, 2018, Dec 16, 2018, Dec 17, 2018, Jan 16, 2019, Jan 17, 2019, Feb 16, 2019, Feb 17, 2019, Mar 16, 2019, Mar 17, 2019, Apr 16, 2019, Apr 17, 2019, May 16, 2019, May 17, 2019
22. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018, Aug 16, 2018, Aug 17, 2018, Sep 16, 2018, Sep 17, 2018, Oct 16, 2018, Oct 17, 2018, Nov 16, 2018, Nov 17, 2018, Dec 16, 2018, Dec 17, 2018, Jan 16, 2019, Jan 17, 2019, Feb 16, 2019, Feb 17, 2019, Mar 16, 2019, Mar 17, 2019, Apr 16, 2019, Apr 17, 2019, May 16, 2019, May 17, 2019
23. Award Pairings If Pairing Number M5056
24. Award Pairings If Departing On Jul 16, 2018, Jul 17, 2018, Aug 16, 2018, Aug 17, 2018, Sep 16, 2018, Sep 17, 2018, Oct 16, 2018, Oct 17, 2018, Nov 16, 2018, Nov 17, 2018, Dec 16, 2018, Dec 17, 2018, Jan 16, 2019, Jan 17, 2019, Feb 16, 2019, Feb 17, 2019, Mar 16, 2019, Mar 17, 2019, Apr 16, 2019, Apr 17, 2019, May 16, 2019, May 17, 2019
25. Award Pairings If Every Aircraft Type 777 If Departing On Jul 23, 2018
26. Award Pairings If Pairing Number M5073, M5014, M8046, M5074
27. Award Pairings If Departing On Jul 3, 2019
28. Award Pairings If Every Aircraft Type 787 If Departing On Jul 2, 2018, Jul 3, 2018, Jul 4, 2018
29. Award Pairings If Pairing Number M5073
30. Award Pairings If Every Aircraft Type 777 If Any 1 Leaves In BVG

Submit All Bids

NEW UI – where you view your category – click on the down arrow and then you will see the FA. Bid as a FA



### Language requirement in hours

BL 12622, AR 252, GE 2090, HE 275, IT 508, PR 285, SP 323

### REMINDERS

If using the comm center computers ensure that you are completely logged out.

if you use your default to bid, please ensure your current bid does not have a number one beside start pairings. Current bid is a higher priority over default. PBS would award you here << Current Bid >>

- 
1. Start Pairings (this is activated PBS would award you here)  
Award Pairings

### Waiving

If one waives the 4/14 rule this means one does not need 4 days off in a 14-day period  
 If one waives the 1/7 rule this means one can work up to 10 days  
 On a block one can waive both rules but on reserve one can only waive one rule and the other has to be honored. YOUR history (previous month) is considered  
 PBS reads time off left to right.  
 Prefer off weekends can not be forgotten

Cover pairings are for either date/date language/language credit/date and time and are awarded first. If you do not have a legal block with coverage pairings, PBS at this point will continue to read your bid.

### Print out your final bid

It is advised to Always print out your final bid or have a screenshot of your final bid. Please ensure the confirmation number is visible.

### FOLLOWED BY AND POSITIONS

order of positions was is seen by PBS when followed by was used.

The automatic left-to-right position ordering does not apply within followed-by bids.

Given this functionality, if a bidder wants a position preference within a followed-by bid, they would need to enter multiple copies of the followed-by bid, with different positions (for each section of the bid) in whatever order they want, for example:

- Award Pairings If A If Position GJ Followed By Pairings If B If Position GJ
- Award Pairings If A If Position GJ Followed By Pairings If B If Position FA
- Award Pairings If A If Position FA Followed By Pairings If B If Position GJ
- Award Pairings If A If Position FA Followed By Pairings If B If Position FA

### COUNTING DEADHEADS:

With the "Avoid Landings In" bid line, there is an add-on for Counting Deadhead Legs. If this is not checked then PBS will not avoid pairings that deadhead into the station. This add-on is in both the new and old ui.

Example below: if one does not select the option of counting deadheads. One can still be awarded a pairing landing in these destinations, if there is a deadhead in that station.

Avoid Pairings If Any Landing In YEG, YFC, YHZ, YLW, YOW, YQB, YQM, YQR, YQT, YUL, YVR, YWG, YXE, YXY, YYC, YYT  
Your pairing should read: **Avoid Pairings If Any Landing In (counting deadhead legs) YEG, YFC, YHZ, YLW, YOW, YQB, YQM, YQR, YQT, YUL, YVR, YWG, YXE, YXY, YYC, YYT**

### Cover yourself

If you are not certain you can hold a block, please cover yourself with a reserve bid. Ensure that you also request time off on your reserve bid.

If you are qualified in more than one language (HI/PJ, AR/BL, MD/CA etc) cover yourself in the languages you are qualified in. Certain months one language may be required over another.

### PLEASE REMOVE GP FROM YOUR BID

Any default bids with "GP" will not be converted. Any member with GP in their default bid will need to replace it with GJ. If you have a GP on your bid, your bid will enter denial mode. GP does not exist so PBS reads it as Avoid If Position \_\_\_\_ which essentially avoids EVERY position.

### Requesting pairings on the first day of the block month

Requesting a pairing departing on the first day of the block month but the check-in is the day prior, PBS considers previous month's history for this type of pairing. If you have a GDO on the last day of the previous block month you can be denied this pairing as you are on legal crew rest and the check-in would be before your crew rest ends. Block holders are assigned their GDOs by the system only Reserve can you request GDOs depending on your bid.

REMEMBER ON PAIRINGS THAT HAVE A DEPARTURE AFTER MIDNIGHT THE CHECK-IN IS THE DAY BEFORE

below is an example of a pairing departing on the Oct 29<sup>th</sup> at 00:55. But remember the check-in will be on the 28<sup>th</sup> of Oct.

										Produced Monday		09/17/18 12:30 Page No. 1 YYZ								
FREQ	APP	MP	VOLNO	DEPART	ARRIVE	TOTAL	TSERV	REPOS	HOTEL	REP	A	BORD	ALW							
FREQ	EQP	DH	FLTNO	DEPART	ARRIVEE	TOTAL	TDUTY	LAYOVER	HOTEL	MLG	ON	BRD	ALL							
-----																				
T5001	OPERATES/OPER-			29OCT	-	30OCT								Su	Mo	Tu	We	Th	Fr	Sa
	P	01	FA09	GJ01	GY01								Di	Lu	Ma	Me	Je	Ve	Sa	
12	77P	90	YYZ	0055	GRU	1155	1000	1140	3125	BL02 PR05			HB	HL	SS					
								Staybridge Suites Sao Paulo			BLDSBLD									
23	77P	91	GRU	2045	YYZ	0600	1015	1140		HB			HD	SS						
-----																				
BLOCK/H-VOL		2015				2320		(INC-\$5.05 CICO)		TOTAL ALLOWANCE		-\$ 312.25		--		29	30			
TAFB/PTEB		5445		TOTAL -		2015								--						
-----																				

- 1) PBS pairing searches displays the pairing by the CHECK-IN TIME.
- 2) The Bid Package displays pairings as the DEPARTURE TIME.
- 3) Scheduling treats the pairings by the departure date of the first flight regardless of the check-in time/date.

BIDDING WITH THE DEPART ON – any questions please see an instructor



“Depart On” refers to the departure day/date of the first leg of the pairing and not the day that the pairing checks-in. Check-in time is not considered therefore for pairings that have a very late check-in time you may want to verify the departure time of the first leg of the pairing. If the first leg departs on the next calendar day then that day is the “Departing On” day/date. When in doubt use the Pairing Search function.

To illustrate how PBS interprets “Depart On” consider the following example:

The Air Canada bid package (printed and online) would show this pairing as departing on 9th. The pairing date shown below from the **PBS Pairings Search** is Friday May 8th [1]. Since the departure time of the first flight in the pairing is actually at 00:05 on Saturday May 9th [2] PBS would consider the “Depart On” as, for this example, May 9, or a Saturday.

Day	Flt	Dep	Arr	Turn	Eqp	FlightCredit	Duty
1	0198	YVR 00:05	YUL 07:57		320	004:52	006:07
2	0111	YUL 2	YVR 10:19		320	005:34	006:49
Credit: 010:26						010:26	012:56
TAFB: 035:29							

May15						
S	M	T	W	T	F	S
					08	
					1	

## Section 5 – Creating and Editing Bids

### Depart On Dates:

- Bid for or avoid pairings with a (flight) departure on a specific date.
- Depart On Dates is often combined with other options.
- “Depart On” refers to the departure day/date of the first leg of the pairing and not the day that the pairing checks-in.

### ERROR when bidding layover Stations.

There has been an increase of FAs mixing up the Departing ON parameter with the Layover ON parameter when using the new UI. Please note, when selecting ON in the Layover option this is when the layover will start and not when the pairing will depart. Here are two examples:

Award Pairings If Any Layover In MAD And On Oct 20, 2018 - this bid line reads to have the Layover in MAD starting on the 20<sup>th</sup> and therefore one would be departing on the 19<sup>th</sup>

Award Pairings if departing on Oct 20, 2018 if Any Layover Mad – this bid line reads to depart on Oct 20<sup>th</sup> and have a layover in MAD.

If you have any questions, please see a bidding instructor.

Image is from the New UI – Layover

Back To Award Pairings

If If Not

Any Every

✓ Stations

Of Duration

✓ On

Starting At

### Set Condition minimum day off vs Set Condition Consecutive days off

Set Condition Minimum Days Off: Tells PBS to build your block with a minimum number of days off in a row (will not go below that number of days off anywhere in the block). Condition bid lines are placed at the top of your bid, may not be forgotten and may be denied if necessary. Condition bid lines may cause PBS to ignore or deny lower bid lines in order to honour the condition.

Set Condition Consecutive days off: The main purpose of Set Condition Consecutive Days Off is to allow you to request a set number of consecutive days off in the block month or within a specific range of dates. Set Condition Consecutive Days Off bid line(s) will be placed at the top of your bid since PBS must use it as it awards you your block. All of the consecutive days off must fall within a specified Range Of Dates or if no range is specified, the block month is used as the range. Dates outside the block month will not be considered or used as part of the consecutive day off period.

### ACTIVATING RESERVE

Many crew members do not activate their reserve bid – when using else start next, clear schedule and start next bid group (and wanting the next bid group to be reserve) please ensure it is activated.

Example below:

1. Start Pairings
2. Waive 4 Days Off in 14
3. Waive 1 Day Off in 7

4. prefer off July 24, 2020 else start next bid group  
Award Pairings

-----  
**5. Start Reserve Bid - activated reserve bid**

-----  
Start Pairings  
Award Pairings

-----  
Start Reserve Bid

6. Start Reserve
7. Set Condition Maximum 6 GDOs
8. Prefer off July 24, 2020

Any questions, please see a bidding instructor

**RESERVE BIDDING -ELSE START NEXT BID GROUP AND GDOs**

When assigning GDOs, PBS does read how you requested prefer off except when using the Else Start Next bid group

Example:

Set condition maximum GDOs 2

Prefer off June 24,25,26,17,18,19,3,4 else start next bid group

If PBS could award you these days off, your GDOs would be June 3,4. With the ESNBG GDOs are assigned left to right and not the order they are requested.

**RESERVE – ALL OR NOTHING AND MAXIMUM GDOs**

All or Nothing forces PBS to honour “all” which includes the assignment of days off as well as the assignment of GDOs. If for example, one requests 13 days off were and has requested these days off in the All or Nothing bid line PBS will also need to assign all of them (13) as GDOs. As the maximum number of GDOs possible is 11 there was no way for PBS to honour the GDO assignment.

it is recommended that you use prefer off else start next bid group if your intention is to have minimum or maximum GDOs or have the line with all or nothing matching the requested GDO.

**Bidding GY**

Reminder, you will be able to bid for the GY position in PBS on the 77P equipment type along with GJ.

If you have a route language, please cover yourself with your route language in your bid. We always suggest requesting your prefer offs as PBS does attempt to award you prefer off(s) requests unless you are required for date, date/language or language credit.

If you are considering bidding reserve or prefer off else start next bid group -please cover yourself with another start pairing bid as if you are required for your language PBS can deny you your reserve request. Below is an example:

1. [Start Pairings](#)
2. Waive 1 Day Off in 7
3. Set Condition Minimum Credit
4. Prefer Off July 5,2020 else start next bid group
5. Award Pairings If Any Layover In AMS, CDG, CPH, DEL, DEN, DUB, DXB, EWR, EZE, FCO, FRA, GRU,  
Award Pairings

-----  
[6. Start Reserve Bid](#)  
-----

7. [Start Pairings](#)
8. Waive 1 Day Off in 7
9. Set Condition Minimum Credit
10. Prefer Off Weekends Minimum 1
11. Prefer Off July 5, 2020
12. Award Pairings If Any Layover In AMS, CDG, CPH, DEL, DEN, DUB, DXB, EWR, EZE, FCO, FRA, GRU, HKG, HND, IAH, ICN, KEF, LAX, LGA, LHR, MAD, MUC, MXP, NRT, ORD, PDX, PEK, PVG, SCL, SEA, SFO, SNN, WAW, YHZ, YUL, YVR, YYT, ZRH And Of Duration > 024:00
13. Award Pairings If Allowance Amount > \$200 If Every Duty Legs < 3 legs If Any Layover Of Duration > 016:00 If Pairing Check-In Time > 10:00 If Pairing Length Between 2 days And 3 days  
Award Pairings

-----  
Start Pairings  
Award Pairings  
-----

Start Reserve Bid  
-----

[14. Start Reserve](#)

15. Set Condition Maximum 2GDOs
16. Prefer Off July 5, 2020

-Please speak with an Instructor if you have any questions.

-Junior BL speakers are also encouraged to cover themselves like the example above.

## **PBS FLASH BULLETIN – PASSWORDS IN PBS**

Should you encounter a password error when attempting to log into PBS, first check to be sure that you are entering the correct employee number and password. If this does not work, then we suggest that you reset your ACAéronet password making sure not to include any of these special characters:

& < > " \ ' : \* ;

Please note that the system may allow you to reset your Acaeronet password using one of these characters, but the subsequent log in to PBS will not recognize them. Keeping your Acaeronet password strictly alpha numeric should solve your issue.

### Returning to work with a Medical Note

Under Article B4.05.02, cabin crew on Sick Leave that are scheduled to return to work may bid on

and be awarded a block for the month of their return, provided they submit medical evidence to that effect to Crew Planning.

As a reminder, a medical certificate specifying the anticipated return date must be received prior to

bid close. It may be delivered in person or transmitted by fax to (514) 422-7989 and, once sent, cabin crew are asked to contact Crew Planning to ensure that the certificate was received.

Recently, there has been an increase in invalid medical certificates among those submitted.

Please

note that an anticipated return date **must** be indicated.

For example:

#### ACCEPTABLE

"... [the patient] will return on July XX. " "...

#### Unacceptable

[the patient] may bid for July 2020. "

[the patient] will be off from XX to XX. "

[the patient] will be absent until XX ... "

### Pairings

With the new pairing optimizer please remember that 8000 series and 9000 series can be a full crew, one flight attendant, two flight attendant or purser pairings. Even the 5000 series and 7000 series can be one of these scenarios.

Reminder: with the new pairings many pairings are built with 1SD. Service Directors can not be assigned language if it is a 1SD pairing.

### Trip Trade

Crew members **will be able to access the system** but will be unable to perform any trade for **overlap pairings** during the PBS award period. After publication of contesting, you will once again be allowed to trade overlap pairings.

## Trip Trade Assistance

There are multiple PDF documents outlining the features of the system, with step by step instructions and screen shots. To access these documents, log on to ACAeronet > IFS > Crew Scheduling and Planning > Automated Trip Trade System

### HELPFUL HINTS

If you are bidding via an I pad, smartphone, MAC or I pod there have been reports of bid lines changing or being deleted. It is highly recommended that one prints out their bid or take a screen shot of their final bid submission. Make sure you can see a confirmation number and the date stamp. If it is possible, please go to a laptop or computer and verify that your bid is inputted correctly.

1. **Please** verify your PBS calendar for overlap credit, vacation credit, training awards, and if your month has been prorated due to retirement or an absence.
2. **Pairings are revised** every month before bid closes and the pairing revisions are published in Aeronet under In Flight Services >Crew Scheduling and Planning>Block Bid Packages. If you bid by pairing numbers, it is recommended that you verify the pairing revisions before bid closes. The block times can be adjusted at any time by the commercial team due to a number of things such as slot availability route performance or equipment on route.
3. If you hold a route language (i.e. GE, MD, HE, JA, HI, PJ, IT or any other route language), it is recommended to bid pairings that require your language.
4. There have been reports of bidding difficulty when bidding from layover destinations; it is recommended that you have a bid submitted before leaving home base if possible.
5. Always print out your final bid.
6. If you want to use your default bid, ensure there are no bid lines in your current bid. If you see a number 1 in front of *Start Pairings* in your current bid, this is the bid PBS will use. PBS will award you a block from the embedded award bid line.
7. If you are buddy bidding, it is advised not to use Bid Groups.

### Logging into PBS not possible, taking too long:

- The majority of issues can be resolved by clearing the browsers cache (bidder should search how to clear the cache for their browser)

**NOTE:** It is suggested that the cache be cleared for “All Time” (e.g. in the case of Chrome). The bidder should be aware that this will remove links, etc.

- In some cases, it is required to perform additional steps to resolve the sign in issue:
  - o Clear the cache
  - o Close all tabs in the browser
  - o Close the browser
  - o Repeat the log in process
- With IOS devices using Safari such as iPads/iPhones, we have seen issues resolved by clearing the “History and Web Data” under Settings > Safari
- With IOS devices using Safari such as iPhones/iPads, we have seen issues resolved by first closing “old” sessions of PBS in the Safari app in addition to closing Safari

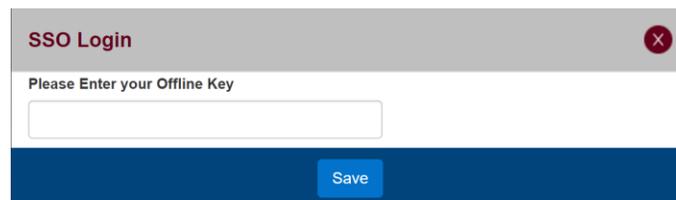
You may also use the Alternate/Direct access link to PBS. This too seems to resolve most issues:

Mainline:

Old User Interface (UI): <https://acapbs.navblue.aero>

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

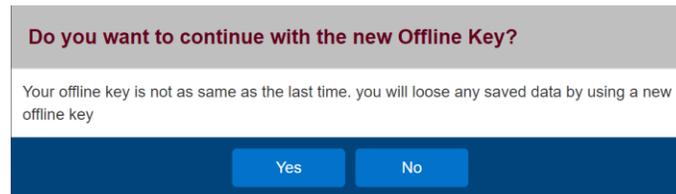
### Offline Key (New Interface Only):



The screenshot shows a web form titled "SSO Login" with a close button (X) in the top right corner. Below the title, the text "Please Enter your Offline Key" is displayed above a text input field. At the bottom of the form is a blue "Save" button.

- The Offline Key is a user defined “password” that is used when the bidder accesses the system offline (hence *Offline Key*)
- The bidder enters their Offline Key and clicks on **Save** then PBS should start
- The Offline Key can be anything however special characters may cause issues
- The Offline Key is specific to the device and browser that the bidder is using PBS on
  - o A bidder may use the same offline key on multiple devices/browsers however this does not mean that their bids are transferred to these different devices/browsers

- Also, a bidder may use a different offline key on different devices/browsers HOWEVER they must use the specific offline key with the specific device/browser that it was used on
- If the Offline Key entered is different than the one expected the following pop up will appear:



- In this case the bidder may:
  - If they entered the incorrect offline key, click **No**
    - This will log them out and the Signed Off screen will be displayed. They must then close their browser and start the process over
  - If they do not remember or accessing saved bids is not required, then they may click **Yes**
    - The “new” offline key will be saved, and PBS should start

**REMINDER THE NEW UI WILL RUN ALONG WITH THE CURRENT BIDDING SYSTEM** – There is no specific turn off date yet but when that happens there will be a two months warning. Since there is an update to PBS from version 18.3 to 18.9 you should, as with any update: **clear your browser’s cache and web data**

Information on clearing your browser’s cache may be found in Bulletin 07. This bulletin as well as others may be found on the portal under Crew Scheduling & Planning > Bidding Tools & Information then scroll down to see additional bulletins.