

PBS Dual Classification and Reminders

Should you encounter any issues logging into ACaeronet, use the Direct Access link to login to PBS:



Direct Access Link for PBS

Mainline

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

In this bulletin:

- Dual Classification SD/FA SD Only
- Known issue when both classifications are on your profile SD Only

Reminders:

- Default/Training Bidding remains open after bid close
- Browser Settings
- Browser Cache
- Internet Connection
- Default Bids
- Bidding Assistance

PBS Dual Classification and Reminders

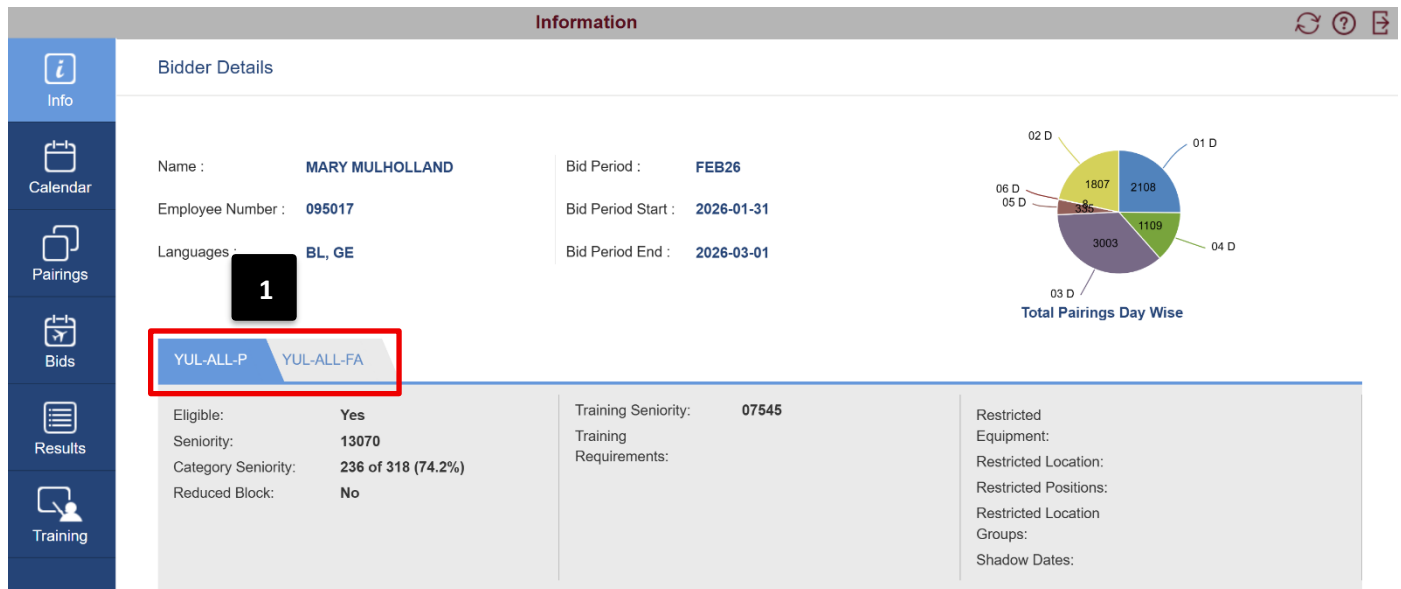
Dual Classification

Service Directors may, at times, be required to bid as both SD and FA. If so, the following information will be found on the cover page of the bid package:

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

SD Seniority Number XXXXX

If you are JUNIOR to the seniority number listed on the cover page, after logging into PBS, you will note that there is an additional tab [1] on the Info page, one for P (Purser/Service Director) and one for FA (Flight Attendant):



Information

Bidder Details

Info

Calendar

Pairings

Bids

Results

Training

Name : **MARY MULHOLLAND**

Employee Number : **095017**

Languages : **BL, GE**

Bid Period : **FEB26**

Bid Period Start : **2026-01-31**

Bid Period End : **2026-03-01**

1

YUL-ALL-P **YUL-ALL-FA**

Eligible: **Yes**

Seniority: **13070**

Category Seniority: **236 of 318 (74.2%)**

Reduced Block: **No**

Training Seniority: **07545**

Training Requirements:

Restricted Equipment:

Restricted Location:

Restricted Positions:

Restricted Location Groups:

Shadow Dates:

Total Pairings Day Wise

02 D 1807

01 D 2108

06 D 386

05 D 386

04 D 1109

03 D 3003

Selecting the desired tab will show your seniority number for that classification.



YUL-ALL-P **YUL-ALL-FA**

Eligible: **Yes**

Seniority: **07545**

Category Seniority: **N/A**

Reduced Block: **No**

Training Seniority: **07545**

Training Requirements:

Restricted Equipment:

Restricted Location:

Restricted Positions:

Restricted Location Groups:

Shadow Dates:

NOTE: If dual classified, your category seniority percentage is only available in the Base-ALL-P classification tab.

PBS Dual Classification and Reminders

Selecting the appropriate bid sheet

In the bids tab, there is a drop-down box [2] that allows you to select either your SD (*BASE-ALL-P*) or FA (*BASE-ALL-FA*) bid sheet for both Current and Default bids.

NOTE: By default, your SD (*BASE-ALL-P*) bid will be displayed.

The screenshot shows the 'Bids' tab in the PBS interface. A black box labeled '2' highlights a drop-down menu. The menu is open, showing three options: 'YUL-ALL-P', 'YUL-ALL-P', and 'YUL-ALL-FA'. The 'YUL-ALL-FA' option is highlighted in blue. The interface includes a sidebar with icons for Info, Calendar, Pairings, and Bids. The main area displays sections for 'Pairing Bid Group', 'Award Pairings', 'Award Reserve', and 'Reserve Bid Group'. A 'Bid For' dropdown is set to 'FEB26'. An 'Add Bid Group' button is visible on the right.

To switch to your FA bids, select *BASE-ALL-FA*.

The selected classification's bid sheet will be displayed in the drop-down box [3].

This screenshot shows the same PBS interface as the previous one, but the drop-down menu is now closed. A black box labeled '3' highlights the 'YUL-ALL-FA' option, which is now the selected bid sheet. The rest of the interface remains the same, showing the same sections and buttons.

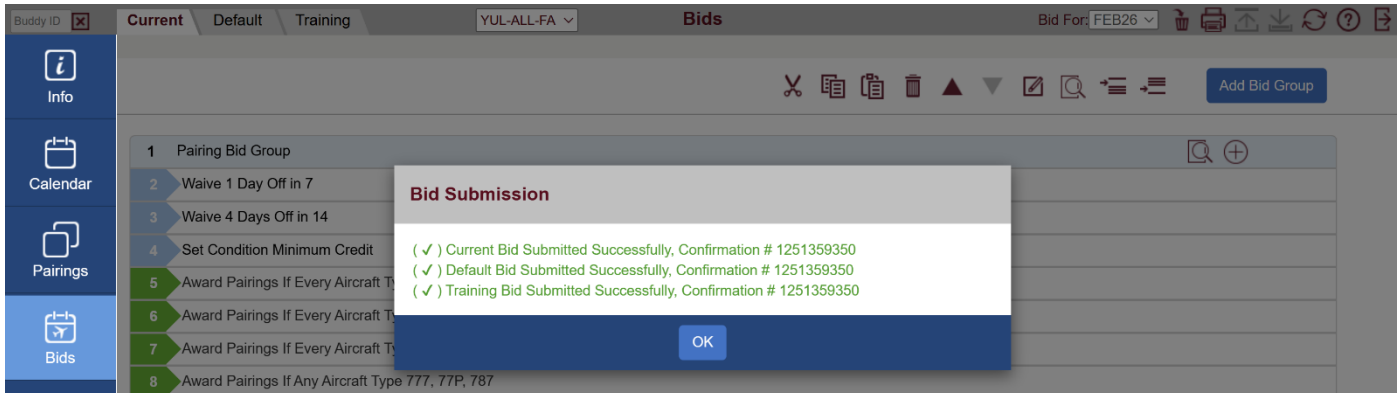


You may cut/copy and paste bid lines between your SD and FA bid sheets. To do so, go to the desired bid sheet (SD or FA), select the bid line(s) you want to cut/copy to the other classification's bid sheet. Switch to the other classification (see info above), then paste the bid lines into the appropriate bid.

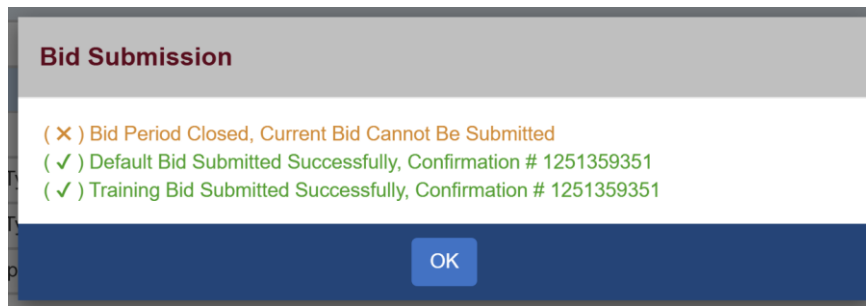
PBS Dual Classification and Reminders

When submitting your bids, ALL your bids for each classification are submitted even if they were not all modified:

- Current bids: SD and FA
- Default bids: SD and FA
- Training bid



When Current bidding is closed and Default/Training bidding is open you may still modify your Default and/or Training bids. When you submit your bids outside of the regular bid period, you will see this message:



Known issue when both classifications are on your profile

If you navigate between tabs in PBS; when you return to your Bids tab, the system automatically reverts to the default SD (*BASE-ALL-P*) bid sheets.

For example:

- You are working on your FA bids
- You go to the Pairings tab to look at pairings
- You return to your Bids tab to continue with your FA bid
- Your SD bids will be displayed
- Toggle the drop-down menu back to *BASE-ALL-FA* to continue with your FA bids

Always pay attention to the drop-down classification box at the top of your bid sheet and make sure you are working on the right one.



PBS Dual Classification and Reminders

Reminders:

Default Bidding remains open after bid close

Default (and Training) bidding remains open even after the bid period has closed. This allows crew members more time to work on their Default (or Training) bid for the following block month.

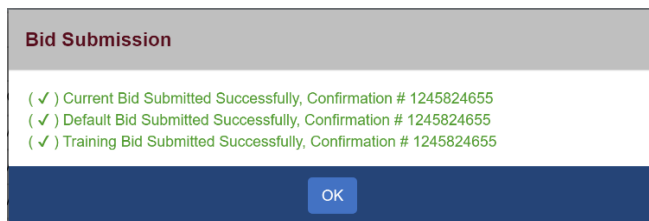
After bid close, you may still submit your Default and Training bids, but they will only be used for the next bid period. Your Current bid will not be submitted.

Be mindful of the time! Bids are only considered submitted and accepted by PBS when they arrive at the PBS servers. There may be a slight difference between the time displayed on your device and the time used by PBS. The difference can be very small, however if you submit your bid at the last minute, it may make a difference.

When submitting your bids you will see one of two possible pop-ups below:

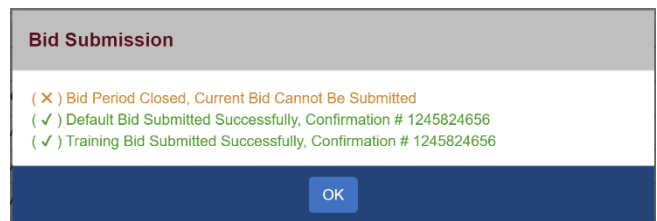
When the current Bid Period is OPEN:

- **ALL** bids submitted successfully



When the current Bid Period is CLOSED:

- Current bid has **NOT** been submitted
- Default bid successfully submitted
- Training bid successfully submitted



NOTE: If the Current bid period is closed, Default and Training bids will be stored and used for the next bid period unless modified

Browser Settings

PBS requires JavaScript, pop-up windows and cookies **enabled** in all browsers.



It is important that both your device's operating system and your browser are up to date. Outdated operating systems and/or browsers may cause problems with access to PBS or discrepancies within PBS. It is recommended to do a web search to find out how to determine if your systems are up to date.

PBS Dual Classification and Reminders

Browser Cache

Today's browsers, like Chrome, Safari, Edge, etc., save information and data from websites that they visit. This is to help speed up the internet as the web site(s) that you access will look for saved data in your browser.

Although you may be using an up-to-date supported device, OS and browser, if your browser has information from a previous version of PBS (saved from the last time you used the system) then there may be conflicts between what is saved vs what is new. This "conflict" may result in problems such as:

- Not being able to sign in
- The Synchronize wheel spins for an extended period of time
- You are immediately brought to the "Signed Off" page
- Possible abnormal display issues within PBS such as bid lines out of order or missing information

Clearing the browser's cache and deleting 'old' website data resolves the majority of these issues and should be the first thing that you try.



If you have Saved your bid but not yet submitted it, clearing the cache will erase the saved information!

Internet Connection

PBS requires a strong and consistent internet connection during the synchronization and submission processes. Public and/or hotel WiFi is not ideal as it may limit the speed or quantity of information that can be downloaded. PBS must be able to download all of your relevant personal information including the pairings for your base and classification into your browser during the synchronization process. If the internet connection is weak or spotty this process may not properly complete or take a very long time. Even if you have a top-of-the-line internet connection, if other household members are using it at the same time to livestream, online game or any other online activities which require a lot of bandwidth (ex: bitcoin farming), you may still experience problems.



Internet access is government controlled in certain countries. It is possible that you cannot connect to PBS from some countries. Consider bidding before/after a layover rather than while on layover in these countries.

PBS Dual Classification and Reminders

Default Bids

Summer is a busy period for all, and you may be running out of time for trivial things like bidding! Make sure you have a Default bid in PBS that protects you if you forget to bid or are unable to bid in time.

Bidding Assistance

If you need bidding assistance, contact your Local PBS Committee:

- YUL pbsyul@local4091.ca
- YYZ pbsyyz@local4092.ca
- YYC pbs@local4095.ca
- YVR pbs@local4094.ca

PBS Representatives are limited in number, so we encourage you to reach out early if you require in-depth assistance. They are more likely to have availability at the start of the month than during the regular bid period. We also recommend briefly outlining your bidding strategy and sharing a copy of your bid so they can provide you with the most informed advice possible.