Home Screen

- For Trading, Swapping, and Dropping Trips
- Check Official Schedules, See Notifications, and Update Personal Info
- To Officially Check In for a Trip

Filter Bar

- Select Date Range
- Activity Periods
- H/B: From
- Crd: From
- Layover Length in Nights
- Credit Range of Trip (Low -- High)
- Clear Fields
- L/O: To
- (3 day trip is 2 nights)

What The Icons Do:

- Collapse All
- Expand Complete Hierarchy
- Refresh
- Open/Close Filter Area
- Apply Filters
- Add/Remove from Schedule
- Open Trip Detail
- Swap
- Add to Trade Board
- Offer Trade To Buddy
To Access Open Time:

1. Switch from the default view that is automatically loaded when you open the program, to OPEN TIME MANAGEMENT by clicking the clock in the top left corner.
2. Adjust the calendar so that you can see your schedule for the whole month.
3. Make sure you are looking at the current time period. You can go forward or back until it shows the correct month.
4. Minimize the INFO and MY TRADES panels.
5. Click on the arrow to open the filter panel, you can add in any filters you would like: base, time period, trip credits, layovers, etc.
6. Select the funnel-looking icon to apply your filters.

To Add a Trip From Open Time

1. Select the trip you would like to ADD to your schedule.
2. Finalize your request by clicking on the icon that looks like a clock with a small + on its bottom right.

To Swap Your Trip with a Trip In Open Time

1. Select the trip from your schedule that you would like to remove.
2. Select the trip in Open Time that you would like to swap for.
3. Click the two wiggly arrows icon to submit request to swap.
To Drop a Trip from Your Schedule

1. Select the trip that you wish to drop by clicking the square box next to the airplane
2. Click on the icon that looks like a clock with a small minus symbol to the bottom right of it

To Drop Segments of your Trip

1. Click the small airplane. This will open up the trip detail.
2. Select the trip legs you wish to drop. First Segment must start in base, and last segment must end in base.
3. Select the clock with the small minus symbol to the bottom right of it

To TRADE SEGMENTS of your trip would be almost the same procedure, just make sure that you are in the TRADE MODE instead of Open Time, and click the Two Arrows (shown on the next page) instead of the clock symbol to finalize.
To Access Trip Trades

1. Ensure that you are in “Trip Trading” Mode by making sure that the two arrows are showing in the top left corner.
2. Adjust the calendar so that you can see your schedule for the whole month.
3. Make sure you are looking at the current time period. You can go forward and back until it shows the correct month.
4. Minimize the INFO and MY TRADES Panels.
5. Click on the arrow to open up the filter panel. You can add in any filters you would like: base, time period, trip credits, trip size, etc.
6. Select the funnel-looking icon to apply your filters.

To add your Trip to the Trade Board

1. Select the Trip you would like to offer up for trade. If you are trying to add a whole trip, make sure you select the box within the green bar. If you just want to trade a partial trip, select the legs you wish to swap.
2. Finalize your request by clicking the icon that looks like two arrows. If you would like to trade with a specific person, click the two arrows with a small person right below them. This will open up a window to add their employee number.
How to Swap Trips with Another Employee

Step 1: FA#1 sends a trip trade request over to FA#2

Step 2:
1. FA#2 finds the trip request in the AVAILABLE OFFERS window. You may want to apply filters to make it easier to find. Trade Offer will be in BLUE.
2. FA#2 selects the trip from their own schedule that they wish to trade for by clicking the white box next to the airplane.
3. FA#2 then clicks on the two arrows of FA#1’s swap offer.

Step 3: FA#2 opens MY TRADES window to ensure that all trip details are correct

Step 4: FA#1 signs on to find the My TRADES window will now list the trade request with an Exclamation point within the two people icon

Step 5: FA#1 clicks the square with an arrow icon. This will expand the trip, showing you a more detailed view. From there, FA#1 will click to either approve or deny the trip swap
Reserve Days

To Access Open Time:

1. Switch from the default view that is automatically loaded when you open the program, to OPEN TIME MANAGEMENT by clicking the clock in the top left corner.
2. Adjust the calendar so that you can see your schedule for the whole month.
3. Make sure you are looking at the current time period. You can go forward or back until it shows the correct month.
4. Minimize the INFO and MY TRADES panels.
5. Click on the arrow to open the filter panel. You want to only see Reserve Days that are available in Open Time. Set the filters to include Your Base, and the time to only show trips from 0:00-0:01 credit hours.
6. Select the funnel looking icon to apply your filters.

To Trade Reserve Days:

1. Select the day from your schedule that you would like to remove.
2. Select the Reserve Day in Open Time that you would like to swap for.
3. Click the two wiggly arrows icon to submit the request to swap.

When you expand your MY Open Time panel, you can click through to see your original trip in the greenish blocks, and the day you want to swap for in the gray at the bottom.