

July 27, 2018

## Trip Trade System: One-to-One "How-To"

**One-to-One:** Traditional trip trade between two crew members.

**NOTE**: This type of trade can only be used when a pairing is exchanged for another, and cannot be used for **One-to-None** trades to a specific crew member.

## **Definitions:**

Employee "A" is the crew member initiating the trade request. Employee "B" is the crew member joining the trade request.

## Steps:

1. **Employee** "A": Select the pairing to trade in the *Duties* panel.

Duties		Deselect 🥂 🐼 🐕	C K3
	05/31 YYZ 07:05	<b>#T9268/31May18 Rank:FA</b> CRED: 4:00, #L/O: 0, EXP: 0.00	05/31 YYZ 12:05
	06/01 YYZ 07:05	<b>#T8242/01Jun18 Rank:FA</b> CRED: 4:00, #L/O: 0, EXP: 0.00	06/01 YYZ 12:10

2. Click on the **One-to-One** button in the **Duties** panel.

Duties		Deselect 🛃 🗱	
			Create buddy offer
×	05/31 YYZ 07:05	<b>#T9268/31May18 Rank:FA</b> CRED: 4:00, #L/O: 0, EXP: 0.00	05/31 YYZ 12:05
	06/01 YYZ 07:05	<b>#T8242/01Jun18 Rank:FA</b> CRED: 4:00, #L/O: 0, EXP: 0.00	06/01 YYZ 12:10

3. Enter the employee number of Employee "B" and click **OK** in the *Create Offer for Buddy* window (no "AC" before employee number).

Create Offer for Buddy	
Buddy: 123456	
	OK Cancel

4. Click **Yes** in the *Confirmation* window.



5. **Employee "B":** Log in to Trip Trade and click the **Refresh** button in the *Available Offers* panel. This shows all available trade offers. Find the One-to-One trade offer (in blue) submitted by Employee "A". It is only visible to Employee "B".

	vailable Offers							N K	2	• 7	7
	Activity Periods		Ŧ	· [	From	-	То		H/B	Refresh	Î
CRED:	From: hhh:mm		- [	То		#L/O:	From	\$ -	То		\$
EXP:	From	\$	-	То	\$	]					
F		0	5/31	1	By buddy 654 15:19 #T9268/31Ma CRED: 4:00, #	<b>321, Emp</b> <b>y18</b> ⁴L/O: 0, E	<b>loyee "A":</b> 05 XP: 0.00	5/25		E	3

6. Select the pairing to offer in exchange in the *Duties* panel.

Duties	Deselect 🛃 🚧	
	05/31 YYZ #T8320/31May18 Rank:FA 07:15 CRED: 4:26, #L/O: 0, EXP: 18.05	05/31 YYZ 13:49

7. Click on the **Join Trade** button in the Available Offers panel.

Available	Offers				XK XK		
Activity P	eriods -	From	-	То		H/B:	1
CRED: From: h	hh:mm - To		#L/O:	From	\$ -	То	\$
EXP: From	🗘 - То	\$					
F	05/31	By buddy 6543 15:19 #T9268/31May CRED: 4:00, #I	21, Empl 718 L/O: 0, EX	loyee "A": 0	5/25		
					Join existi	ing trade, c	reate request

8. Click **Yes** in the *Confirmation* window.

Confirm	nation	
?	Are you sure you want to join to this offer?	
	Yes No	

9. **Employee "A":** Log in to Trip Trade and click on the **Offer** button in the *My Trades* panel.



## 10.Click the **Accept Trade** button.

My Trades			ж О	▶ T <sub>×</sub>
	05/31	By me: 05/25 15:19 >> Buddy 123456, Employee "B" #T9268/31May18 CRED: 4:00, #L/O: 0, EXP: 0.00		Î
*	05/31 YYZ 07:05	#T9268/31May18 Rank:FA CRED: 4:00, #L/O: 0, EXP: 0.00	05/31 YYZ 12:05	
ŀ	05/31	By 123456, Employee "A" : 05/25 21:25 <b>#T8320/31May18</b> CRED: 4:26, #L/O: 0, EXP: 18.05		× 🔇
				Accept trade

11. Click **Yes** in the *Confirmation* window.



12. Green thumbs up in the *My Trades* panel indicates a successful trade.

My Trades		¥K Q ▶ <b>T</b> ×
05/31	By me: 05/25 15:19 >> Buddy 123456, Employee "B" #T9268/31May18 CRED: 4:00, #L/O: 0, EXP: 0.00	<b></b>