



# IN-FLIGHT SERVICE CREW SCHEDULING

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		[Icons]	
<input checked="" type="checkbox"/>		05/31 YYZ 07:05	#T9268/31May18 Rank:FA CRED: 4:00, #L/O: 0, EXP: 0.00	05/31 YYZ 12:05	
<input type="checkbox"/>		06/01 YYZ 07:05	#T8242/01Jun18 Rank:FA 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		[Icons]	
<input checked="" type="checkbox"/>		05/31 YYZ 07:05	#T9268/31May18 Rank:FA CRED: 4:00, #L/O: 0, EXP: 0.00	05/31 YYZ 12:05	
<input type="checkbox"/>		06/01 YYZ 07:05	#T8242/01Jun18 Rank:FA 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

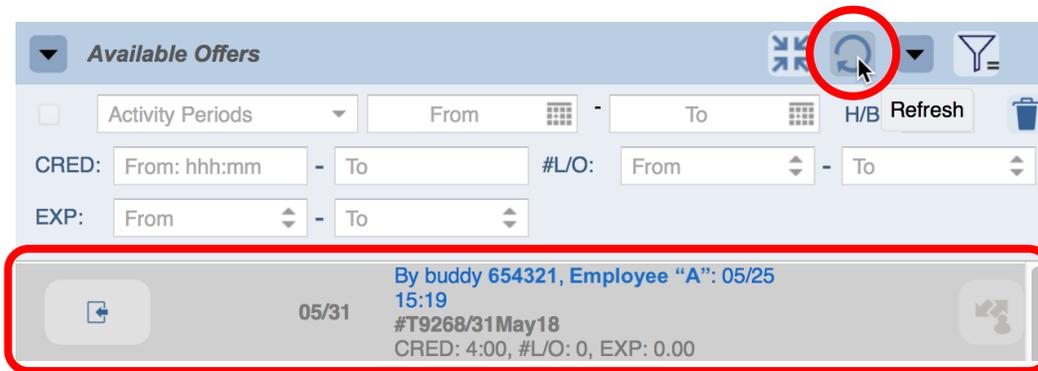
Buddy:

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

### Confirmation

Are you sure you want to create an offer?

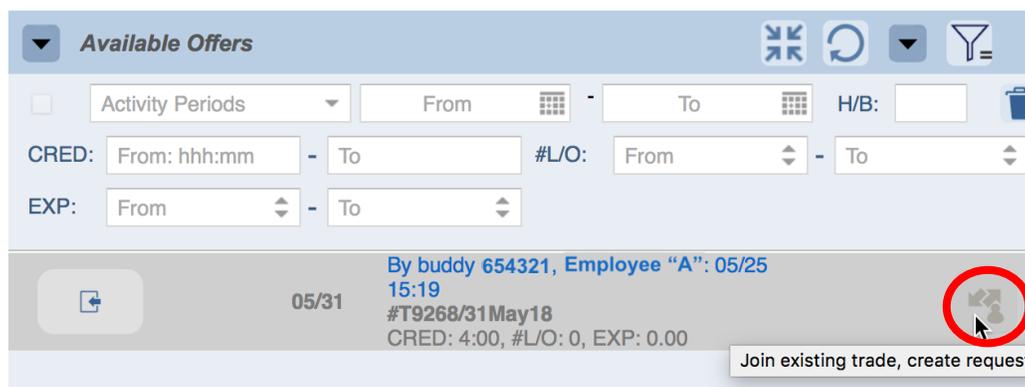
5. **Employee "B"**: Log in to Trip Trade and click the **Refresh** button in the *Available Offers* panel. This shows all available trade offers. Find the One-to-One trade offer (in blue) submitted by Employee "A". It is only visible to Employee "B".



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



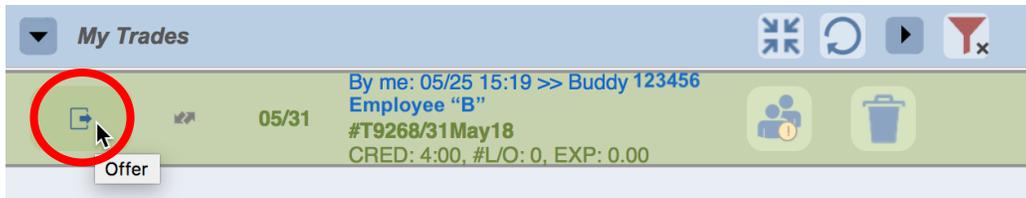
7. Click on the **Join Trade** button in the *Available Offers* panel.



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



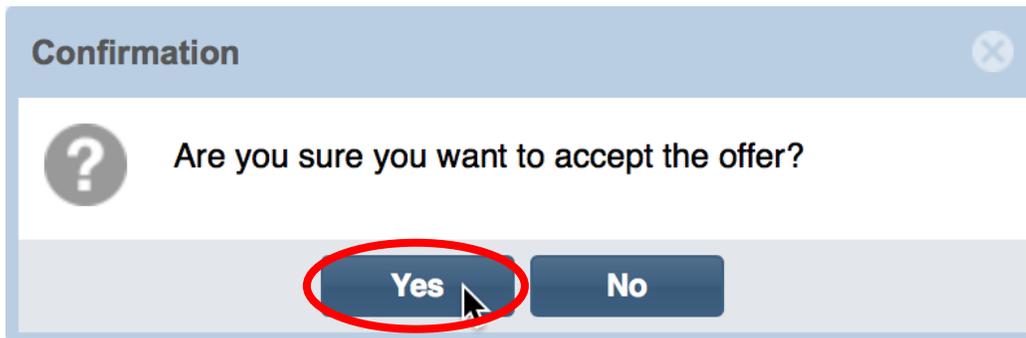
9. **Employee "A"**: Log in to Trip Trade and click on the **Offer** button in the *My Trades* panel.



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



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



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

