



# IN-FLIGHT SERVICE CREW SCHEDULING

July 27, 2018

## Trip Trade System: One-to-None “How-To”

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**One-to-None:** A crew member offering a pairing without taking a pairing in return.

**NOTE:** This type of trade cannot be used to specify the crew member the traded pairing is given to.

### Definitions:

Employee “A” is the crew member initiating the trade request and giving the pairing.

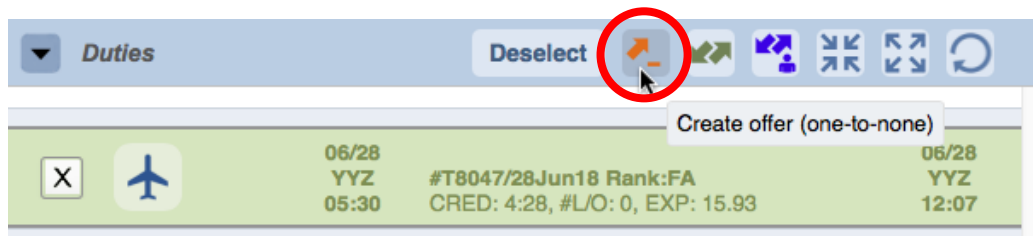
Employee “B” is the crew member taking the pairing.

### Steps:

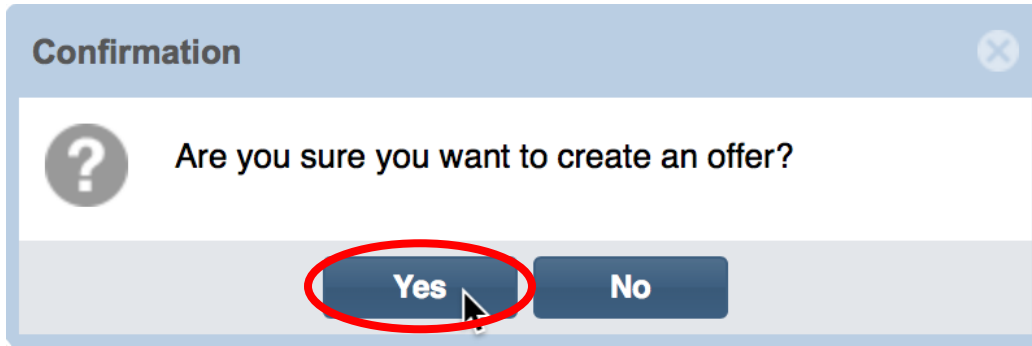
1. **Employee “A”:** Select the pairing to trade in the *Duties* panel.



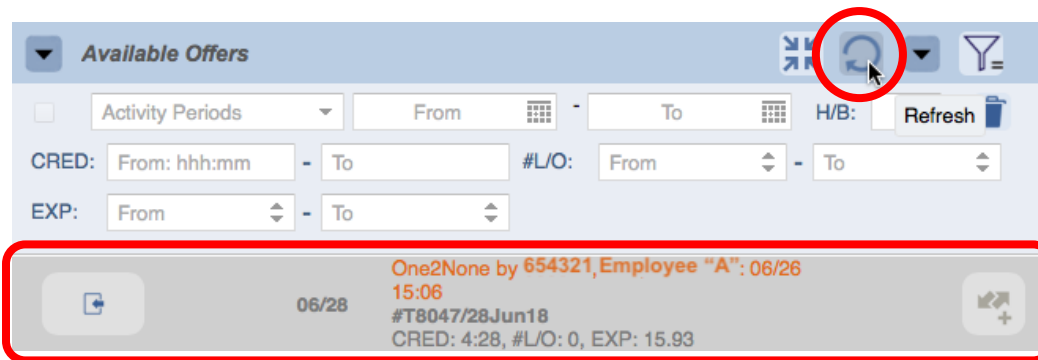
2. Click on the **One-to-None** button in the *Duties* panel.



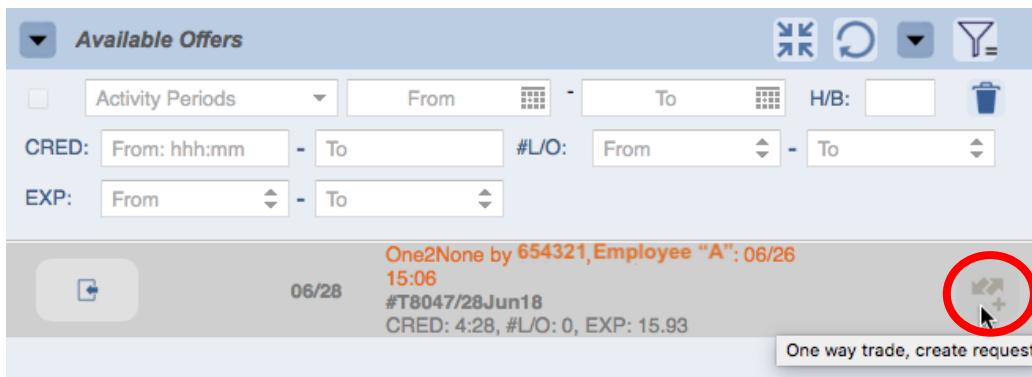
3. Click **Yes** in the *Confirmation* window.



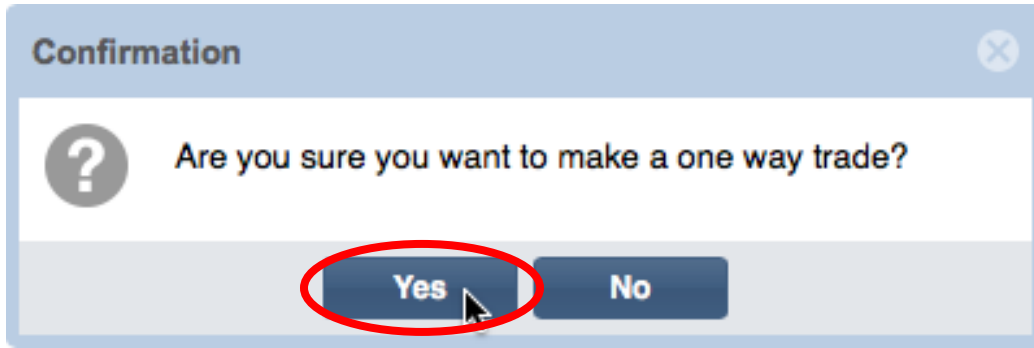
4. **Employee "B"**: Click the **Refresh** button in the *Available Offers* panel. This shows all available trade offers. Find the One-to-None pairing you are interested in taking (in orange).



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



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



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

