IN-FLIGHT SERVICE CREW SCHEDULING

July 27, 2018

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

One-to-Any: An individual offering to trade pairings with anyone.

Definitions:

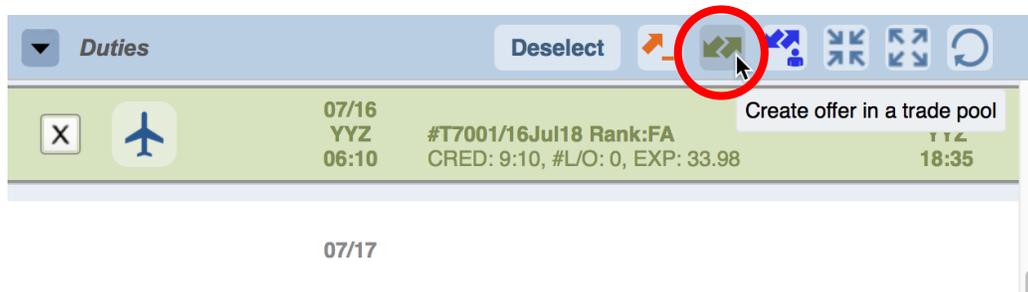Employee "A" is the crew member initiating the trade request.
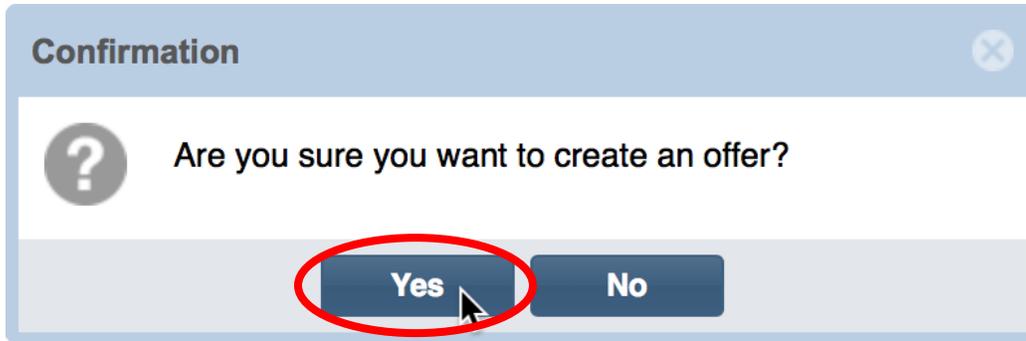Employee "B" is the crew member joining the trade request.

Steps:

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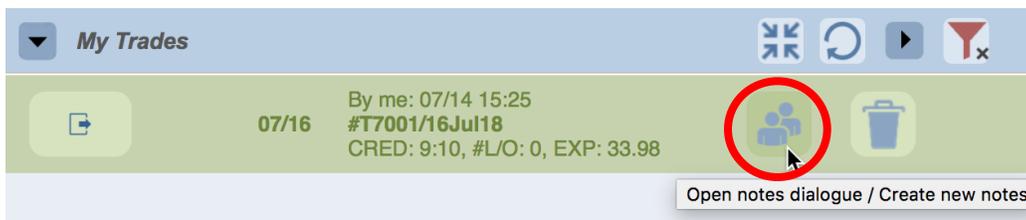

2. Click on the **One-to-Any** button in the *Duties* panel.

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

4. Click on the **Notes** button to add a message indicating what type of pairing you want in exchange.

5. In the **Notes** dialog box, add a message indicating what type of pairing you want in exchange.
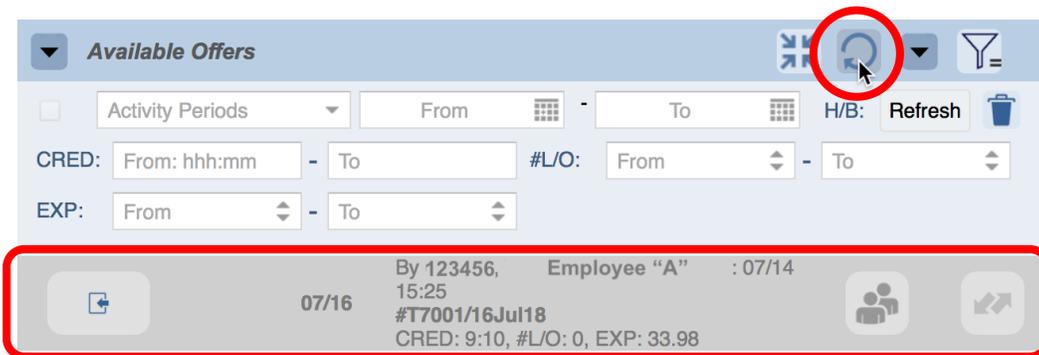

6. From the dropdown, select **ALL participants** as the recipient.

7. Click on **Send Note**.

8. **Employee "B":** Click the **Refresh** button in the *Available Offers* panel. This shows all available trade offers.

9. To see the pairing details, click the **Request** button.

10. Click the area of the pairing information, and the pairing details will be displayed in the **Info** pane.

Details: T7001/16Jul18   Info   Notes

Pairing No T7001 / 16Jul18   1/8/1

                                                    DUTY   MAX   MAX
     FLT   ORG DST   STD STA ATD ATA   EQ/CODE   SFT   AFT   FTC   AVAIL ARR   DUTY   B14
16Jul
     183   YYZ YVR   0730 0920 0730 0920   77W   04:50 04:50 04:50 06:35 1555 13:00
     112   YVR YYZ   1100 1820 1100 1820   77W   04:20 04:20 04:20 00:35 1855 13:00
                     0610 1835
                                                    DUTY: 12:25 FTC: 9:10   DPG: 0:00

THG   0:00 TAFB 12:05   Overlap   9:10 / 0:00   CRED   9:10
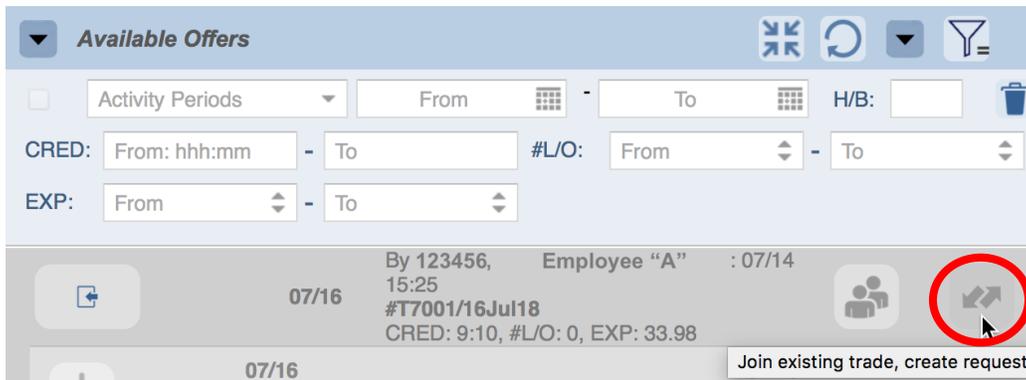
11. Click on the **Notes** button to see any notes attached to the trade.

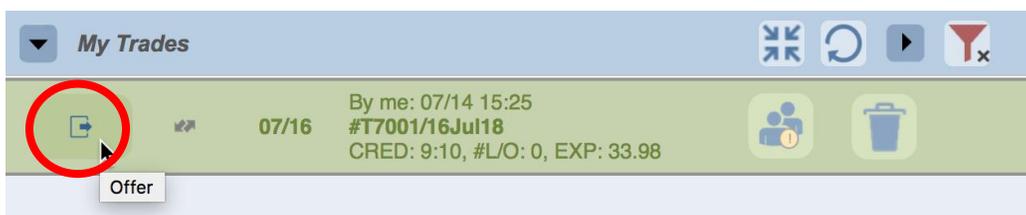12. Select the pairing to offer in exchange in the *Duties* panel.

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

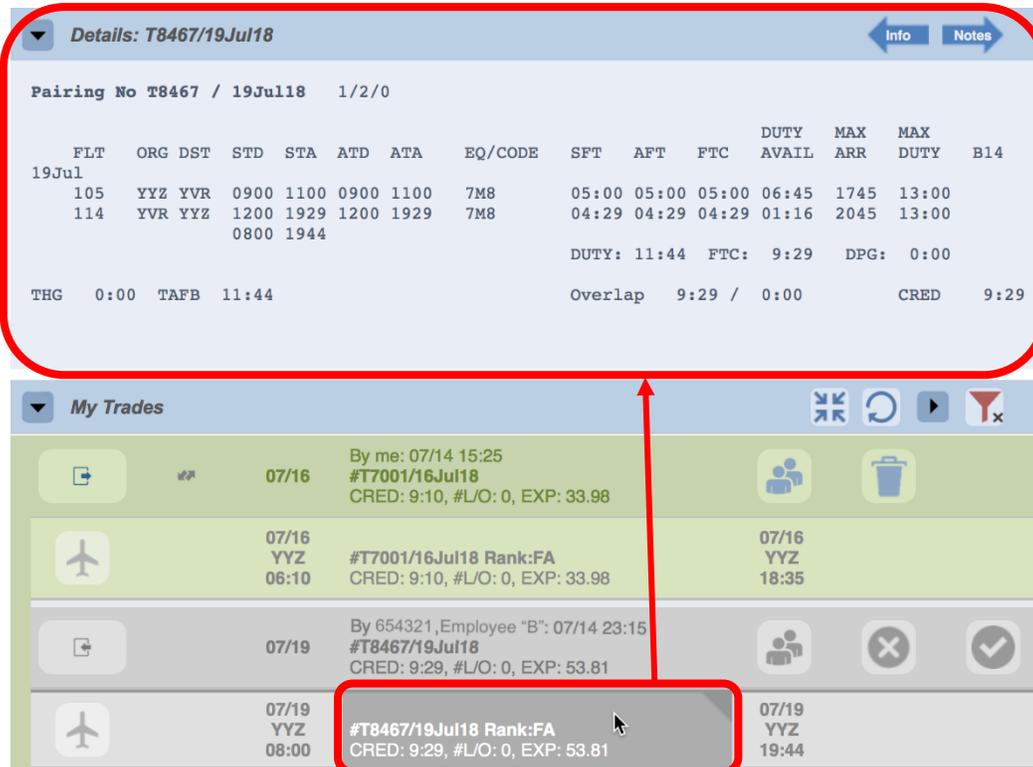14. Click **Yes** in the *Confirmation* window.

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

16. To see the pairing details for the pairing offered in exchange, click the **Request** button.
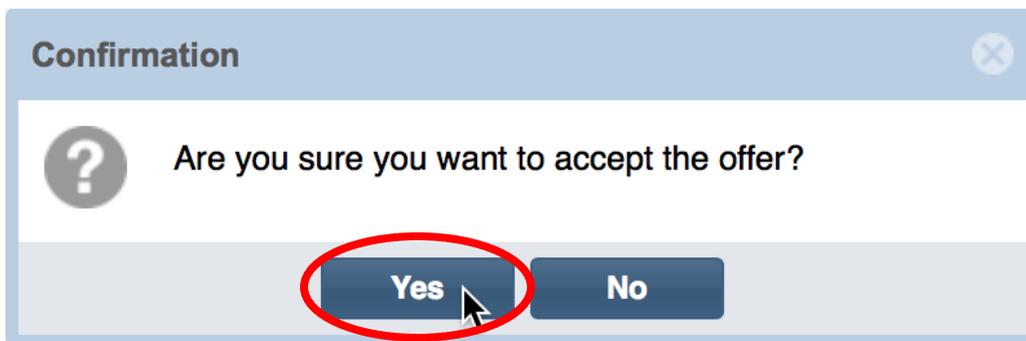
17. Click the area of the pairing information, and the pairing details will be displayed in the **Info** pane.

18. If you wish to accept this trade, click the **Accept Trade** button.

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

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