



## AUTO




- Select **Bid Input** on the toolbar.
- Select **AUTO Bid**.
- Enter Employee Id. and PIN.
- Click **OK**.
- Click on the trip you wish to **AUTO**.
- Hold down the left mouse button while dragging the trip to the box on the lower right. Release the mouse button.



- Enter the number of days you wish to process the trip in the **No. of Days** box.

- Select the **Submit Bid** button  at the top of the screen.
- A message confirming the transaction will be displayed.
- The designated trip will move from the lower right box to the lower left box.

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- To remove all trips from the lower left box, select the **Delete all previous bids** button .
  - A message will confirm this transaction. Select **OK** if you wish to remove all requests from the **AUTO** process.

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- To delete individual trips from the lower left box, click on the desired request to delete. The request should now be highlighted.
  - Select . The system will send a message indicating that this transaction is about to be recorded. If you select **OK** the trip will be removed from the lower left box.
  - To print all requests, select the **Print** button .
  - To Exit the **AUTO** process select Exit  at the top left of the screen.

**Please Note: The award of an AUTO will result in an assignment being dropped and an AU nonfly code will be substituted in its place. The AU code does not prohibit picking up future assignments on those days.**