


→ ELECTRONIC TRADE BOARD (ETB)

(Opens at 1800 on the 24th of the month for the following month)

- Select **Bid Input** on the toolbar.
- Select **Trip Trade/Giveaway** from the drop down menu.
- Enter **Id** and **PIN**.

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- To **GIVE AWAY - no confirmation (to any Flight Attendant)**
 - Select the trip. (click once on the trip)
 - Add any comments in the Comment field at the bottom of the display.

- Select the **Give away - no confirmation** button .
- A message will confirm the trip giveaway request has been recorded. Select **OK**.

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- To **GIVE AWAY W/CONFIRMATION – (To a specific Flight Attendant)**
 1. Select the trip. (click once on the trip)
 2. Add any comments in the Comment field at the bottom of the display.
 3. Add a confirmation number/word* in the white box at the top of the display.
 4. Select the **GIVE AWAY W/CONFIRMATION** button . A message will confirm your transaction.
 5. Your trip will appear in the white box in the middle of the display.

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- To **TRADE** a trip with another Flight Attendant you will have two (2) options:
 1. Offer a trip for trade to other Flight Attendants;
 2. Trade your trip for another trip already offered by another Flight Attendant.

- **To input your trip for trade**, click once on the trip.
- Enter your comment in the comments box

Comments:

(This transaction requires a trade between two (2) Flight Attendants. Enter a comment notifying other Flight Attendants of your trade requirements and how to contact you for confirmation number.)


- The **TRADE** process requires input of a confirmation number. This number may be composed of letters and or numbers totaling a maximum of eight (8) characters. Please remember that this number **IS CASE SENSITIVE**. Insert a confirmation number/word in the white box at the top.

- Then click on the **Trip Trade** button .

*Confirmation codes are case sensitive.

- You will receive a message confirming the transaction. Select **OK**.
- The trade will now appear in the window under your schedule.



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- **To Pick-Up a trip previously posted.**
 - On the calendar display, click once on the date you wish to work.

- Press the  button, (the date will automatically populate in the Query box.)
- Any available trips, based on your Query requirements, will appear in the box under your schedule.

- **Trips in Blue indicate trades requiring confirmation codes.**
- **Trips in Black indicate Give Aways (no confirmation).**
- **Trips in Green indicate Give Aways w/confirmation codes (usually done by two Flight Attendants who have made prior arrangements regarding this trip.)**
- **Entries in Pink indicate Reserves who are trading days with themselves.**

- By clicking once on a trip any **Comments** associated with that trip will appear in the **Comment** box at the bottom of the screen.
- If you would like to pick up the trip, click once on the trip. If it requires confirmation place that in the white box at the top then select the **Submit** button.
- If the trip is Blue and you are picking it up highlight your trip by click on it once, click once on the trip you want to pick up. Insert the confirmation password in the white box at the top. Select **Submit**.

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- To **DELETE** one of your own requests:

1. Select the **Query** button .
2. Enter a **Date Range**, select **Own Requests**. Click on **OK**. Any recorded requests will appear in the window below your schedule.
3. Highlight the trip you wish to delete.
4. Select the **Delete** button  at the top of the display.
5. The system will ask, "**Delete selection?**". Select **OK** if you wish to complete this transaction. A message will confirm that the trip has been deleted from your requests.

NOTE:

To select **Multiple trips** select the first trip, hold down the **Control** button while selecting additional trips.