


RELIEF BID


(Opens at 1200 on the 24th for generic bid choices, 1400 on the 25th for Specific Bid choices. Closes at 1000 on the 27th.)


- Select **Bid Input** on the toolbar.
- Select **Relief Line Bidding** from the drop down menu.
- Enter **Id** and **PIN**.


→ GENERIC CHOICES:

- Select **Generic Bid** button .
- Select **Trip Type** (this will default to AM if another selection is not made), **Number of Days, Position, From Date and To Date** (this requires an entry), and **Max No of Times to Process** (this requires an entry of 1 through 11. This refers to the number of batch processes you would like this Generic request to be processed.)
- Select **OK**. This request will appear in the Bid Preferences box. Repeat this process for each **Generic** request.
- Enter a **MAX LINE VALUE CREDIT**. This entry must be in the range of seventy to ninety. For example: if you would like to build your line to seventy credit hours enter 7000 (no decimal point), if you would like to build your line to eighty five credits hours and thirty minutes, enter 8530.
- Select **SUBMIT** when you are finished bidding.

→ SPECIFIC CHOICES:

- Select the **QUERY** button .
- Select choices in the following options:
 - **Date Range;**
 - **Calendar Days;**
 - **Position;**
 - **Time of Day;**
 - **Sort by.**
- Select **Submit** when finished.
- All applicable trips will be displayed in the left window.
- Double click on a trip to view.
- To request a trip, click once on the trip. You can either drag and drop the

trip to the window on the right or select .

- To select multiple trips, click once on a trip, hold down the **CONTROL** key while clicking on each trip you want to select. Now select the 



button. All trips will now be displayed in the window on the right.

- To select a range of trips, click once on the first trip in the desired range. Hold down the **SHIFT** key then select the last trip in the range. Select the




button. Trips will now be displayed in the window to the right.

- To **REORDER** your choices, highlight a specific trip, select one of the

buttons to the right of your bid choices. This button  will move the highlighted choice to the **TOP** of your bid choices.  will move your


highlighted choice **UP** one (1) line.  will move your highlighted choice

DOWN one (1) line, and  will move your highlighted choice to the **BOTTOM** of your bid choices.


- To **DELETE** a single request from the right window, highlight the trip by



clicking once on the trip. Select the button located at the bottom of the display.

- To **DELETE** all awards, select the  button at the top of the display. A message will ask if you want to cancel all bids on file. Select **OK** or **CANCEL**. If you select **OK** a confirmation message will be displayed.

- Select **SUBMIT** when you are ready to **RECORD** all bid requests.

- To **VIEW** your bid choices select the  button.

- To **PRINT** select **FILE** then **PRINT**.

The Relief Bid Award runs between 1800 on the 25th and 1000 on the 27th, every 4 hours, any disruption to either the submitted bid will impact the awarding of the bid.

Bids may not be processed, or may be skipped, if a Crewmember makes modifications to an existing bid during the awarding process.

For this reason, please refrain from making changes to your bid until each run has completed or you are sure that the system is finished processing your requests.