

## ELECTRONIC TRADE BOARD RESERVES TRADING WITH THEMSELVES

1. Click on the first day you wish to trade. (15<sup>th</sup> in the example below)
2. Hold down the **Control** key, click on the second day you wish to trade. (23<sup>rd</sup>)
3. Select **Submit**.
4. You will receive a message from Maestro indicating that the trade has been recorded, requests will populate the box below your schedule.

Reserve trades are processed forty-eight (48) hours prior to the most restricted day in the trade (i.e. trading GD on the 15<sup>th</sup> with RV on the 23<sup>rd</sup>. This trade would be processed on the 13<sup>th</sup>.) Trades will be awarded/denied based on all legalities/rules and staffing. Refer to the Flight Attendant Agreement for legalities and rules regarding these trades.

The screenshot shows the ETB interface for user 'ETB 008500 FA 2364 CALE, TIFFANY'. The interface includes a toolbar with a 'Submit' button circled in black. Below the toolbar is a calendar grid with days 1 through 31. The grid shows various trade types: '1095/FAC' on days 2-3, '1060/FAA' on days 5-6, and 'GD' on days 7, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. The 'Submit' button is circled in black. Below the calendar is a table with columns: Original, Projected, Guarantee, HighTimeRange, Type, LOD. The table contains one row: Original: 0:00, Projected: 19:04, Guarantee: 70:00, HighTimeRange: 0:00-0:00, Type: R, LOD: (blank). Below this table is another table with columns: Id, Trip, Rpt, Rls, Cred, P. The table contains one row: Id: 008500, Trip: (blank), Rpt: GD /15 RV /23, Rls: (blank), Cred: (blank), P: (blank). At the bottom of the interface is a 'Comments:' field and a status bar that says 'Click on the trip you wish to pick up' and '1 request'.