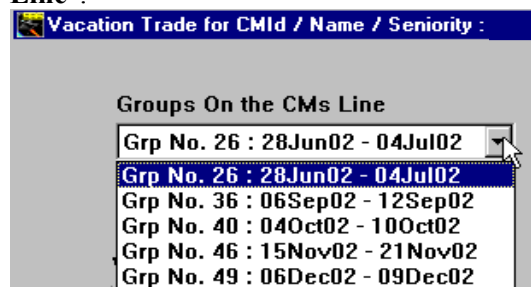


CHEAT SHEET FOR VACATION TRADING

- Select **Bid Input** on the toolbar.
- Select **Trip Trade/Give away** in the drop down menu.
- Select **Vacation Trade**.
- Enter **ID** (and **password** if not using your home computer).
- Your available vacations for trade will populate the “**Groups on CM’s Line**”.



- If you are **Posting a Trade**, for other Flight Attendants to view, select a group from the box above by clicking once on the group so it is highlighted in blue.
- Select **Drop**. The highlighted group will drop to the box below entitled **Vacation Groups CM is Giving away**. Highlight the group by clicking once on the trip.
- **Enter a Password** in the box next to **Password**. Please note that this password is case sensitive. **Do not use your Maestro logon Password**.
- Enter a **Comment**. Please Note: this should include what group(s) you want to pick up and how another crewmember can contact you regarding the trade.
- Select **Post for Trade**. You will receive a message confirming your post.
- If you are **trading a vacation**, select a group from the box above by clicking once on the group so it is highlighted in blue.
- Select **Drop**. The highlighted group will drop to the box below entitled **Vacation Groups CM is Giving away**.
- Select **Query Groups Available for Trade**. You will have three (3) options to query:
 1. Crew member #;
 2. Date Range; and
 3. # of days.
- Next to the option you select you will need to fill in the necessary information.
- Available data, based on your query, will populate the “**Vacation Groups Available for Pickup**” box.

CHEAT SHEET FOR VACATION TRADING (cont.)

- Select a group by clicking on it so it is highlighted.
 - If the crewmember who posted the group has a **Comment**, it will appear in the **Comment** bar once the group is highlighted. This Comment is not retained once the transaction is completed. Therefore, make sure you get all of the information before submitting **Process Trade**.
 - If the group is **Password** protected, you will need the **Password** from the crewmember who posted the group. Information regarding this should be found in the Comment bar.
 - Verify that your group is highlighted in the **Vacation Groups Crewmember is Giving away** box and the group you are attempting to pick up is highlighted in the **Vacation Groups Available for Pickup** box.
 - Enter the Password.
 - Select **Process Trade**. You will receive a message indicating either that the trade was successful, or a message stating why the trade cannot be completed.
 - **Post for Trade**: used when entering your vacation group drop requests. Remember to enter a **Password** to protect the trade.
 - **Process Trade**: used when you are completing a trade with another crewmember.
 - **Delete**: deletes requests which have been entered in the Vacation Groups CM is giving away either before or after you have recorded the request.
 - **Show Bids**: shows a report of all requests that you have recorded (Post for Trade).
 - **Cancel**: exits the Vacation Trade display.
- PLEASE NOTE: IF YOU ENTER THE VTB AND MAKE SOME CHANGES, THEN TRY TO EXIT WITHOUT SAVING THE CHANGES (POST FOR TRADE), MAESTRO WILL ASK “CHANGES MADE HAVE NOT BEEN SAVED YET...DO YOU WISH TO SAVE?” IF YOU SELECT YES, MAESTRO WILL POST THE WEEK W/O A PASSWORD. THIS MEANS THAT ANYONE CAN TRADE FOR YOUR GROUP W/O NOTIFYING YOU. PLEASE MAKE SURE YOU READ THIS MESSAGE AND ANSWER APPROPRIATELY.**

**MOST IMPORTANTLY – BE SURE YOU
PASSWORD PROTECT YOUR TRADE REQUEST.**