



Hawaiian Airlines

VACATION BIDDING

User Manual

Feb 2015

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1. Introduction

FA -Vacation Bidding is a [website](#) to provide Flight Attendants with the tools to bid and track their vacations.

Features of FA - Vacation Bidding Guide

Vacation bidding system will provide the following features to the Flight Attendants,

- Displaying the bids made by FA's on the current year along with its status.
- Displaying daily and annual vacation balance.
- Allowing FA's to bid for vacation on available vacation types.
- Editing already submitted bids.
- To view reports such as Current Bid, Vacation History, Trip Bank History, Requested, Cancelled, Vacation Slots and Trip Bank Slots.
- To view and manage notification received from administration (New Feature)

Vacation Bidding Application Environment

In order to use the Vacation Bidding program the following are required

- The user should be connected to the internet.
- The site is best viewed in browser version Internet Explorer version 9 or above .

2. Getting Started

The website is accessible through the URL

<https://favacbid.hawaiianair.com/HNL/Login.aspx> - HNL domicile

<https://favacbid.hawaiianair.com/LAX/Login.aspx> - LAX domicile

Login

Access to the Vacation Bidding System is limited to authorized users. To use it, you must first log on to the Vacation Bidding System using your user ID and password. The login page of the Vacation Bidding application will be viewed as below.



Login into your account

USERNAME


PASSWORD

Successful Login

- Enter numeric User Name in the Username textbox (ie 4370)
- Enter password textbox
- Click on login button

Invalid Attempt

On clicking login button without entering user name and password, an error message will be shown as “Please enter Username and Password”.



The screenshot shows a login form titled "Login into your account". It has two input fields: "USERNAME" and "PASSWORD". Below the fields, a red error message reads "Please Enter Username and Password". At the bottom, there are two buttons: "Login" and "Forgot Password".

Invalid User ID

On trying to login with an invalid user name, an error messages stating “Invalid User Id” will be displayed in the panel as below.



The screenshot shows the same login form. The "USERNAME" field now contains the value "75". A red error message below the fields reads "Invalid UserId". The "PASSWORD" field is empty. The "Login" and "Forgot Password" buttons are still present.

Incorrect Password

While trying to login with valid user id and incorrect password, error message “***Incorrect Password. Please try again***” will be shown.



The screenshot shows the same login form. The "USERNAME" field now contains the value "2611". The "PASSWORD" field is empty. A red error message below the fields reads "***Incorrect Password. Please try again***". The "Login" and "Forgot Password" buttons are still present.

Forgot Password

If User forgets the password, then he can click on **Forgot Password** button which will state “Please contact the Administrator (Mike.Corrall@hawaiianair.com). Then the user has to send email to the Administrator for resetting his password. Admin will reset the password and will send the new password to the user’s email address.

3. Home Page

- On successful login, user will be redirected to the Home page.
- In this page, the user can view his/her requested Bid’s and the Vacation balance in the Dashboard, the user can apply for the vacation by switching into the Bid Vacation panel (*as shown in the below attached screenshot*).

Home Page

Apply Vacation Reports Notifications Change Password Logout

Aloha Mary Ann Toyama 2/4/2015 8:58:55 PM View Notifications

Dashboard

My Requests List

Req ID	Vacation Type	Bid ID	Seq ID	Start Date	End Date	Days	Status
86965	Vacation >= 7 days	1	1	02/04/2015	02/10/2015	7	Rejected
86980	Vacation >= 7 days	1	1	02/17/2015	02/23/2015	7	Submitted
86981	Pop-Up Trip Bank	1	1	02/04/2015	02/05/2015	2	Submitted

Vacation Balance

Daily Vacation Balance			
Earned	Pop-Up Hours	MinimumDays	TotalVacation
42	21	28	4.03

Bid Vacation

Click the words **Bid Vacation** to access the bid vacation screen

Apply Vacation Reports Notifications Change Password Logout

Aloha Rome-Marie Lee 2/2/2015 12:47:46 AM

Dashboard

Bid Vacation

February 2015 March 2015 April 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Req ID	Bid ID	Seq ID	Description	Start Date	End Date	Days	Status
--------	--------	--------	-------------	------------	----------	------	--------

TYPE OF LEAVE **MINIMUM BID** START DATE [Click here to select date](#) END DATE [Click here to select date](#) BID ID **--Select--** **Add** **Clear**

Home Page Menu Items

The Home page consists of three major functional items listed as below:

1. Apply Vacation
2. Reports.
3. Notifications.

Apply Vacation

The Dashboard accordion panel consists of the details of the Bid(s) which are approved submitted or rejected under **My Request List** present on the left side. It also has the **vacation balance** on the right side of the accordion panel (*as shown below*).

The screenshot shows the Home Page Dashboard. At the top, there is a navigation bar with 'Apply Vacation', 'Reports', and 'Notifications' links, along with 'Change Password' and 'Logout' buttons. The user's name 'Aloha Mary Ann Toyama' and the date '2/4/2015 3:13:37 PM' are displayed. A 'View Notifications' link is also present. The main content area is divided into two sections: 'My Requests List' and 'Vacation Balance'.

My Requests List

Req ID	Vacation Type	Bid ID	Seq ID	Start Date	End Date	Days	Status
86965	Vacation >= 7 days	1	1	02/04/2015	02/10/2015	7	Rejected
86980	Vacation >= 7 days	1	1	02/17/2015	02/23/2015	7	Submitted

Vacation Balance

Daily Vacation Balance			
Earned	Pop-Up Hours	MinimumDays	TotalVacation
42	21	28	4.03

Annual Vacation Balance

ProjectedVacBal	YTD Earned	Half Earned	MinimumVac
49.03	42	21	35

FA's can also edit the bids which are in submitted status. By hovering over the request status, You can either edit or cancel the request.

This screenshot is similar to the previous one, but it shows a hover menu over the 'Submitted' status of request 86981. The menu contains 'Edit' and 'Cancel' options. The 'Vacation Balance' section remains the same.

My Requests List

Req ID	Vacation Type	Bid ID	Seq ID	Start Date	End Date	Days	Status
86965	Vacation >= 7 days	1	1	02/04/2015	02/10/2015	7	Rejected
86980	Vacation >= 7 days	1	1	02/17/2015	02/23/2015	7	Submitted
86981	Pop-Up Trip Bank	1	1	02/04/2015	02/05/2015	2	Submitted

Vacation Balance

Daily Vacation Balance			
Earned	Pop-Up Hours	MinimumDays	TotalVacation
42	21	28	4.03

The User can also see the administrator's comments by holding the cursor over the rejected request.

Dashboard									
My Requests List							Vacation Balance		
Req ID	Vacation Type	Bid ID	Seq ID	Start Date	End Date	Days	Status	Daily Vacation Balance	TotalVacation
87340	Vacation >= 7 days	1	1	03/11/2015	03/17/2015	7	Rejected	42	4.03
							Annual Vacation Balance	YTD Earned	MinimumVac
							49.03	42	35

FA's can view the Daily vacation balance and Annual vacation balance on the right side of the page. The annual vacation balance will only be available during Annual vacation bidding.

FA - VACATION BIDDING (HONOLULU)

Dashboard									
My Requests List							Vacation Balance		
Req ID	Vacation Type	Bid ID	Seq ID	Start Date	End Date	Days	Status	Daily Vacation Balance	TotalVacation
86965	Vacation >= 7 days	1	1	02/04/2015	02/10/2015	7	Rejected	42	4.03
86980	Vacation >= 7 days	1	1	02/17/2015	02/23/2015	7	Submitted		

Users can apply for the vacation by switching into the Bid Vacation

FA - VACATION BIDDING (HONOLULU)

Dashboard																																								
Bid Vacation																																								
<div> <div>February 2015</div> <div>March 2015</div> <div>April 2015</div> </div>				<table> <tr> <th>Req ID</th><th>Bid ID</th><th>Seq ID</th><th>Description</th><th>Start Date</th><th>End Date</th><th>Days</th><th>Status</th></tr> </table>						Req ID	Bid ID	Seq ID	Description	Start Date	End Date	Days	Status																							
Req ID	Bid ID	Seq ID	Description	Start Date	End Date	Days	Status																																	
<div> <div>1 2 3 4 5 6 7</div> <div>8 9 10 11 12 13 14</div> <div>15 16 17 18 19 20 21</div> <div>22 23 24 25 26 27 28</div> <div>29 30 31</div> </div>				<table> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
<div> <div>1 2 3 4 5 6 7</div> <div>8 9 10 11 12 13 14</div> <div>15 16 17 18 19 20 21</div> <div>22 23 24 25 26 27 28</div> <div>29 30 31</div> </div>				<div> <div>TYPE OF LEAVE</div> <div>MINIMUM BID</div> <div>START DATE</div> <div>Click here to select date</div> <div>END DATE</div> <div>Click here to select date</div> <div>BID ID</div> <div>--Select--</div> <div>Add</div> <div>Clear</div> </div>																																				

Bid Vacation panel consists of:

- ✓ Calendar – Three months viewed horizontally in which the current date will be highlighted in red color (as shown in the above attached screenshot).
- ✓ Submitted Bid(s) – the request(s) submitted by the user is displayed in the Grid present on the right-hand side.

- ✓ Submit Request – Users can submit the request based on the different types of vacation available in the **Type Of Leave** and can select the number of days for vacation using **Start Date** and **End Date**, click on **Add** to submit the request
- ✓ Different types of vacation:

- Minimum Bid
- Primary
- Secondary
- Tertiary
- Vacation >=7days
- Pop-up (<7days)
- Extension
- Cancellation
- Cash-Out
- Supplemental
- Pop-Up Trip Bank

The screenshot shows the 'Bid Vacation' form. At the top, there are three calendar tabs for February 2015, March 2015, and April 2015. Below the calendars, the 'TYPE OF LEAVE' dropdown menu is open, displaying a list of options: MINIMUM BID, Primary, Secondary, Tertiary, Vacation >= 7 days, Pop-up (<7 days), Extension, Cancellation, Cash-Out, Supplemental, and Pop-Up Trip Bank. The 'START DATE' and 'END DATE' fields are currently empty, with a 'Click here to select date' prompt. The 'BID ID' field is set to '--Select--'. There are 'Add' and 'Clear' buttons at the bottom right of the form.

Users can select the type of vacation from the list in the Dropdown Menu (as shown in the below attached screenshot).

This screenshot shows the 'Bid Vacation' form with the 'TYPE OF LEAVE' dropdown menu open. The option 'Vacation >= 7 days' is selected. The 'START DATE' field is empty with a 'Click here to select date' prompt. The 'END DATE' field is also empty. The 'BID ID' field is set to '--Select--'. There are 'Add' and 'Clear' buttons at the bottom right. In the background, a table shows a submitted request with the following details:

Req ID	Bid ID	Seq Id	Description	Start Date	End Date	Days	Status
86895	2	1	Extension	02/03/2015	02/03/2015	1	Submitted

Users can select the number of days using the **Start Date** and **End Date** which will vary according to each type of vacation. The days will be disabled in the **End Date** which will also vary according to each type of vacation, (As shown in the below attached screenshot).

Dashboard

Bid Vacation

February 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

February, 2015

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

7 days

02/17/2015

02/23/2015

7

Submitted

Note: The number_of days available for each type of vacation will vary, depending on the number of slots available.

For Example, if the User selects the Type of vacation such as **Pop-up (<7days)**, the User can select only the dates 2 months in advance (as shown in the below attached screenshot). Likewise the disabled dates will vary according to the type of vacation selected by the User(s).

Dashboard

Bid Vacation

February 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Req ID	Bid ID	Seq ID	Description	Start Date	End Date	Days	Status
86895	2	1	Extension	02/03/2015	02/03/2015	1	Submitted

2015

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

If the selected Bid, is submitted successfully, then it display the message “Successfully submitted the Bid” (as Shown in the below attached screenshot).

Apply Vacation Reports Notifications

Aloha Rome-Marie Lee

Change Password

2/3/2015

Dashboard

Bid Vacation

February 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Req ID	Bid ID	Seq ID	Description	Start Date	End Date	Days	Status
86895	2	1	Extension	02/03/2015	02/03/2015	1	Submitted
86896	1	1	Pop-up (<7 days)	03/04/2015	03/09/2015	6	Submitted

If the User tries to submit a Bid with the same dates as already submitted, it will display a message saying “Duplicate Bid” (as shown in the below attached screenshot).

Dashboard

Bid Vacation

February 2015

March 2015

April 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Req ID	Bid ID	Seq Id	Description	Start Date	End Date	Days	Status
86895	2	1	Extension	02/03/2015	02/03/2015	1	Submitted
86896	1	1	Pop-up (<7 days)	03/04/2015	03/09/2015	6	Submitted

TYPE OF LEAVE

MINIMUM BID

START DATE

Click here to select date

END DATE

Click here to select date

BID ID

--Select--

Add

Clear

DuplicateBid

4. Reports

Users can view different types of Reports, such as Current Bid, Vacation History, Trip Bank History, Requested, Cancelled, Vacation Slots and Trip Bank Slots (as shown in the below attached screenshot).

Apply Vacation

Reports

Notifications

Change Password

Logout

Alpha Rome-Marie Lee

2/2/2015 12:57:28 AM

Current Bid

Vacation History

Trip Bank History

Requested

Cancelled

Vacation Slots

Trip Bank Slots

Year

View

Description	CalendarDate
Cash-Out	01/01/2015
Cash-Out	01/02/2015
Cash-Out	01/03/2015
Cash-Out	01/04/2015
Cash-Out	01/05/2015
Cash-Out	01/06/2015
Cash-Out	01/07/2015
Primary	04/01/2015
Primary	04/02/2015
Primary	04/03/2015
Primary	04/04/2015
Primary	04/05/2015
Primary	04/06/2015
Primary	04/07/2015

Export as PDF

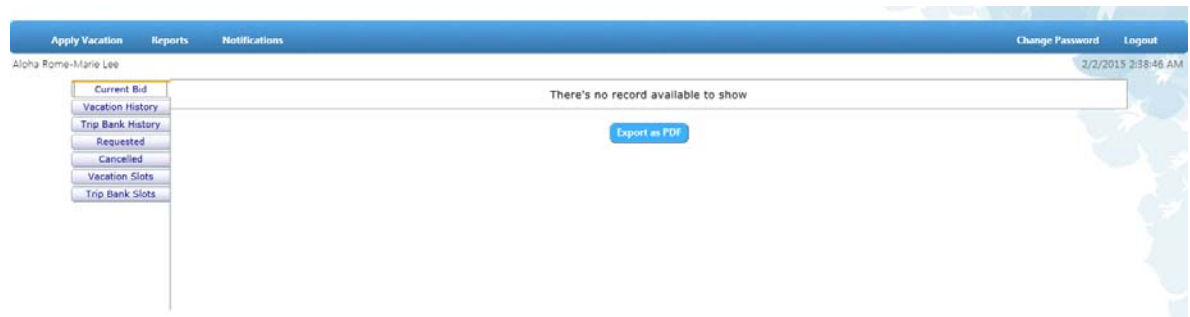
On clicking “Export to PDF” button, the report shown above the PDF button will be exported into a PDF file which will be downloaded into User’s computer.

8

Current Bid:

The User can view the submitted Bid(s) in the “Apply Vacation” screen under the “Bid Vacation” panel. If there are any submitted Bid(s) then it will be displayed in the Current Bid report, or else it will display “There’s no record available to show” (as shown in the below attached screenshot).

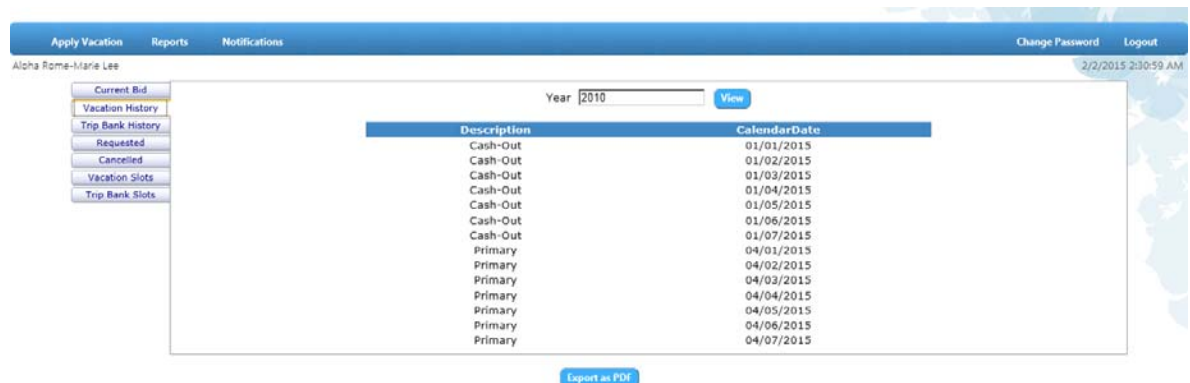
Also, the user can Export the Current Bid Report to PDF files by clicking on the “Export to PDF” button (as shown in the below attached screenshot).



Vacation History:

The User can view his/her Vacation History for a particular year using this report along with its description and date (as shown in the below attached screenshot).

Also, the user can Export the Vacation History Report to PDF files by clicking on the “Export to PDF” button (as shown in the below attached screenshot).



Trip Bank History:

The User can view his/her Trip Bank History for a particular year using this report. Also the user can see the available Pop up trip bank hours at the right corner.

- If there are no Trip Bank History for the entered year then it will display as “There’s no record available to show” (as shown in the below attached screenshot).



- If there is Trip Bank History for the entered year then it will display the Calendar Date and Trip Hours (as shown in the below attached screenshot). Trip minutes are displayed in tenths, such as 19.25 = 19 hours and 15 minutes.

The screenshot shows the same web application interface as above, but with the 'Year' dropdown set to '2014'. The 'View' button is clicked, and a table of trip bank history is displayed. The table has two columns: 'CalendarDate' and 'TripHours'. The 'Pop Up Trip Bank: 42' is still visible on the right. The 'Export as PDF' button is at the bottom.

CalendarDate	TripHours
03/22/2014	6.3
03/23/2014	5.3
03/24/2014	5.95
03/29/2014	0
03/30/2014	0
03/31/2014	11.92
07/12/2014	0
07/13/2014	0
07/14/2014	0
07/15/2014	19.25
10/10/2014	6.07

Requested:

The User can view all his/her requested bid(s) and its status. (As shown in the below attached screenshot). Also the currently logged in user can export the requested report to PDF files by clicking on the “Export to PDF” button (As shown in the below attached screenshot).

Apply Vacation

Reports

Notifications

Change Password

Logout

Alpha Rome-Marie Lee

2/2/2015 2:38:46 AM

Current Bid

Vacation History

Trip Bank History

Requested

Cancelled

Vacation Slots

Trip Bank Slots

ReqId	BidId	SeqId	Description	StartDate	EndDate	Days	Status	DateCreated	Comments
15429	2	1	Vacation >= 7 days	10/18/2012	10/24/2012	7	Approved	07/13/2012	
15428	1	1	Vacation >= 7 days	10/01/2012	10/07/2012	7	Approved	07/13/2012	
15427	1	2	Cash-Out	02/01/2009	02/14/2009	14	Rejected	01/14/2009	sorry you do not have enough vacation days
15426	1	1	Cash-Out	02/01/2013	02/07/2013	7	Rejected	01/02/2013	no vaction available
15425	1	3	Cash-Out	09/08/2012	09/14/2012	7	Approved	07/15/2012	
15424	1	2	Cash-Out	09/01/2012	09/07/2012	7	Rejected	07/15/2012	no slots available for 9/3
15423	2	1	Cancellation	10/18/2012	10/24/2012	7	Approved	07/15/2012	
15422	1	1	Cancellation	10/01/2012	10/07/2012	7	Approved	07/15/2012	
15421	1	1	Cash-Out	10/01/2012	10/07/2012	7	Approved	08/13/2012	
15420	1	1	Pop-Up Trip Bank	06/05/2011	06/07/2011	3	Approved	05/21/2011	
15419	1	2	Pop-Up Trip Bank	06/05/2011	06/07/2011	3	Rejected	05/21/2011	Another OR choice has been awarded
15418	1	2	Vacation >= 7 days	11/17/2011	11/23/2011	7	Approved	09/19/2011	
15417	1	1	Cancellation	11/01/2011	11/07/2011	7	Approved	09/19/2011	
15416	1	2	Vacation >= 7 days	11/01/2011	11/07/2011	7	Approved	09/06/2011	
15415	1	1	Cash-Out	10/14/2011	10/20/2011	7	Approved	09/06/2011	
15414	2	1	Pop-Up Trip Bank	07/13/2006	07/14/2006	2	Approved	07/06/2006	
15413	1	1	Pop-Up Trip Bank	07/09/2006	07/10/2006	2	Approved	07/06/2006	
15412	1	1	Pop-Up Trip Bank	01/16/2013	01/17/2013	2	Approved	01/05/2013	
15411	2	1	Pop-Up Trip Bank	01/16/2013	01/16/2013	1	Rejected	01/05/2013	
15410	1	1	Pop-Up Trip Bank	01/14/2013	01/15/2013	2	Approved	01/05/2013	

1234

Export as PDF

Cancelled:

The User can view all of his/her Cancelled Bid(s) along with its Description and Calendar Date (as shown in the below attached screenshot).

Also, the user can Export the Cancelled Report to PDF files by clicking on the "Export to PDF" button (as shown in the below attached screenshot).

Apply Vacation

Reports

Notifications

Change Password

Logout

Alpha Rome-Marie Lee

2/2/2015 2:38:46 AM

Current Bid

Vacation History

Trip Bank History

Requested

Cancelled

Vacation Slots

Trip Bank Slots

Description	CalendarDate
Minimum Requirement	05/02/2012
Minimum Requirement	05/03/2012
Assign Bid	04/01/2009
Assign Bid	04/02/2009
Assign Bid	04/03/2009
Assign Bid	04/04/2009
Assign Bid	04/05/2009
Assign Bid	04/06/2009
Assign Bid	04/07/2009
Minimum Requirement	05/04/2012
Minimum Requirement	05/05/2012
Minimum Requirement	05/06/2012
Primary	01/02/2012
Primary	01/03/2012
Primary	01/04/2012
Primary	01/05/2012
Primary	01/06/2012
Primary	01/07/2012
Primary	01/08/2012
Minimum Requirement	03/02/2012

1234

Export as PDF

Vacation Slots:

The User can view all the Vacation Slots available for the selected period along with its Calendar Date (as shown in the below attached screenshot).

Also, user can Export the Vacation Slots Report to PDF files by clicking on the "Export to PDF" button (as shown in the below attached screenshot).

Alpha Rome-Marie Lee

2/2/2015 2:38:46 AM

Apply Vacation

Reports

Notifications

Change Password

Logout

Current Bid

Vacation History

Trip Bank History

Requested

Cancelled

Vacation Slots

Trip Bank Slots

CalendarDate	CountOfSlotNumber
01/08/2015	80
01/09/2015	87
01/10/2015	90
01/11/2015	93
01/12/2015	107
01/13/2015	103
01/14/2015	102
01/15/2015	106
01/16/2015	103
01/17/2015	102
01/18/2015	100
01/19/2015	102
01/20/2015	109
01/21/2015	108
01/22/2015	110
01/23/2015	111
01/24/2015	108
01/25/2015	106
01/26/2015	101
01/27/2015	98

1 2 3 4 5 6 7 8 9 10 ... >>>

Export as PDF

Trip Bank Slots:

The User can view all the Trip Bank Slots available for the selected period along with its Calendar Date (as shown in the below attached screenshot).

Also, the user can Export the Trip Bank SlotsReport to PDF files by clicking on the “Export to PDF” button (as shown in the below attached screenshot).

Apply Vacation

Reports

Notifications

Change Password

Logout

Alpha Rome-Marie Lee

2/2/2015 2:38:46 AM

Current Bid

Vacation History

Trip Bank History

Requested

Cancelled

Vacation Slots

Trip Bank Slots

CalendarDate	CountOfSlotNumber
01/01/2015	7
01/02/2015	0
01/03/2015	0
01/04/2015	0
01/05/2015	0
01/06/2015	2
01/07/2015	0
01/08/2015	0
01/09/2015	0
01/10/2015	0
01/11/2015	0
01/12/2015	0
01/13/2015	0
01/14/2015	1
01/15/2015	0
01/16/2015	1
01/17/2015	0
01/18/2015	2
01/19/2015	0
01/20/2015	0

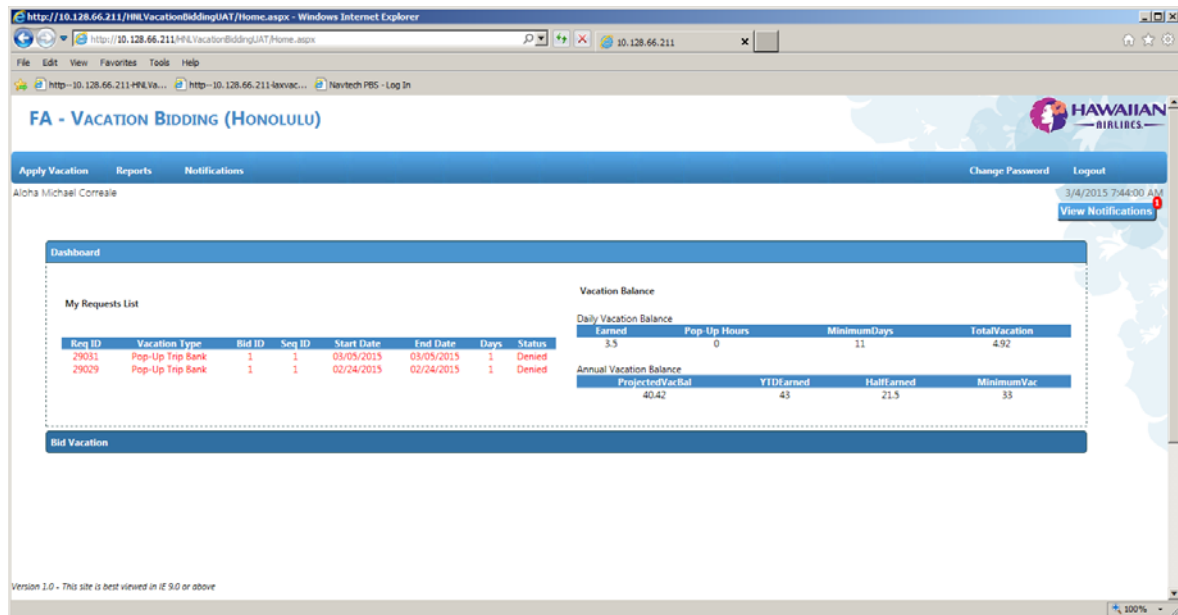
1 2 3 4 5 6 7 8 9 10 ... >>>

Export as PDF

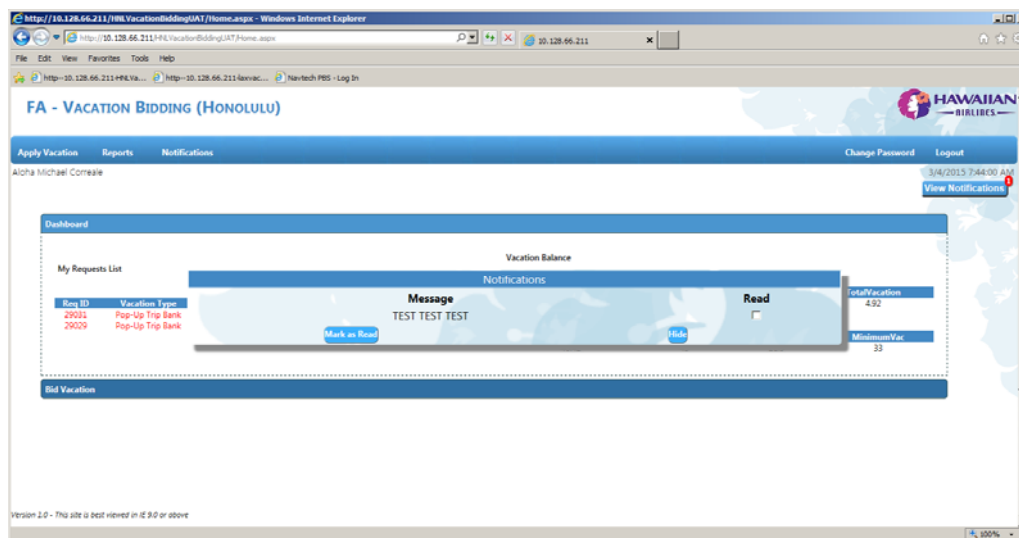
5. Notifications

The administrator can send notifications to all users using this option. If there are any Notifications for the user, it will be displayed (as shown in the below attached screenshot).

Under view Notification on the top right of the screen.



- If user clicks on “Mark as Read” then the messages will be removed from the user page. The messages can’t be viewed later.

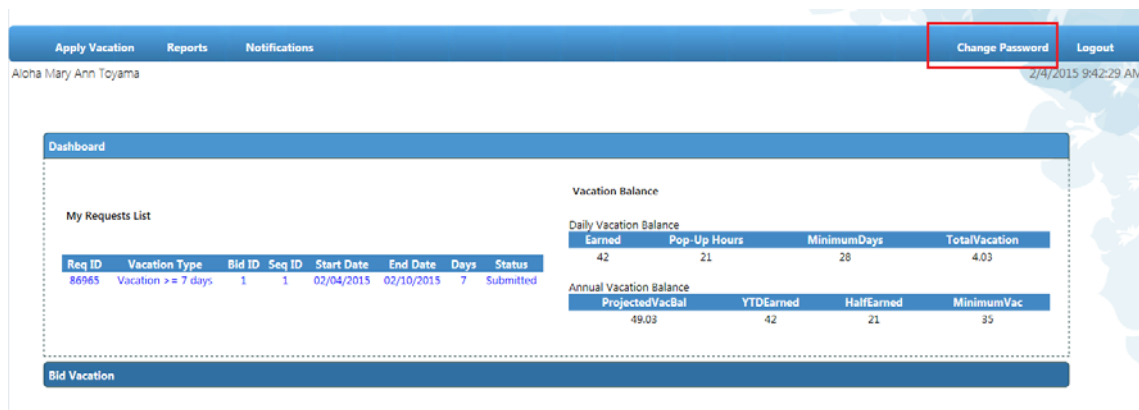


If there are no Notifications for the User, it will display “No Records to Display” (as shown in the below attached screenshot).



6. Change Password

User can also change password at any time by clicking on the change password option available at top right corner of the screen.



- New password must be minimum of 4 characters and maximum of 8 characters, else an error message will be displayed (as shown in the below attached screenshot).

Apply Vacation Reports Notifications Change Password Logout

Alpha Rome-Marie Lee 2/4/2015 2:00 PM

Change Password

New Password should be min of 4 and max of 8 characters

Current Password

New Password

Confirm Password

Submit Clear

Below are the steps to change the password:

Step 1: user has to enter the current password

Step 2: user has to enter a new password

Step 3: user has to retype the new password for confirmation and then click on submit to change the password.

After password is changed successfully user will be acknowledged with a message saying **“The Password has been changed successfully”** (as shown in the below attached screenshot).

Apply Vacation Reports Notifications Change Password Logout

Alpha Rome-Marie Lee 2/4/2015 2:00 PM

Change Password

The Password has been changed successfully

Current Password

New Password

Confirm Password

Submit Clear

7. Logout

The User(s) can exit from the Application by clicking the **Logout** button.

The screenshot displays a web application interface. At the top, a blue navigation bar contains links for 'Apply Vacation', 'Reports', 'Notifications', 'Change Password', and 'Logout'. The 'Logout' button is highlighted with a red rectangle. Below the navigation bar, the user's name 'Alpha Mary Ann Toyama' and the date/time '2/4/2015 9:42:29 AM' are visible. The main content area is titled 'Dashboard' and is divided into two sections. The left section, 'My Requests List', contains a table with columns: 'Req ID', 'Vacation Type', 'Bid ID', 'Seq ID', 'Start Date', 'End Date', 'Days', and 'Status'. A single row is shown with the following data: '86065', 'Vacation >= 7 days', '1', '1', '02/04/2015', '02/10/2015', '7', and 'Submitted'. The right section, 'Vacation Balance', contains two tables. The first table, 'Daily Vacation Balance', has columns: 'Earned', 'Pop Up Hours', 'MinimumDays', and 'TotalVacation', with values: '42', '21', '28', and '4.03'. The second table, 'Annual Vacation Balance', has columns: 'ProjectedVacBal', 'YTDEarned', 'HalfEarned', and 'MinimumVac', with values: '49.03', '42', '21', and '33'. At the bottom of the dashboard, there is a 'Bid Vacation' section.

Req ID	Vacation Type	Bid ID	Seq ID	Start Date	End Date	Days	Status
86065	Vacation >= 7 days	1	1	02/04/2015	02/10/2015	7	Submitted

Earned	Pop Up Hours	MinimumDays	TotalVacation
42	21	28	4.03

ProjectedVacBal	YTDEarned	HalfEarned	MinimumVac
49.03	42	21	33

Vacation rules and information

7+ days of vacation:

- 7+ days of vacation can be requested at any time up to 9:00am the day prior
- Vacation slots must be available
- Awarded daily at 9:00am
- Cancellation can be requested at any time up to 9:00am the day prior (*see Cancellations for more information)
- Request deadline is noon the 16th of the month prior for vacation to be credited for the new bid month

Pop up vacation: 1 day to 6 days is considered pop up vacation.

- Request up to 2 months in advance
- Limit one pop up vacation period per month
- Awarded daily at 9:00am
- Request deadline is noon the 16th of the month prior
- No cancellations allowed in a running month
- No pop up allowed in a running month

Pop up trip bank: Trip bank is vacation that is converted into hours (3 hours per vacation day) that a FA designated during Annual vacation bidding. Trip bank gets you removed from a flight/reserve day.

- Bank slots for all pairing days must be available
- Awarded daily at 9:00am
- **No Cancellations allowed**
- Awarded in seniority order except for less than 48 hours out, then it is awarded first come first serve
- The trip credit is deducted from the trip bank balance. If your trip bank balance is less than the trip credit, the trip is removed and the REMAINING amount is used.
- Request can be made up to 9:00am the day prior to your trip

Extension: An Extension is a paid holiday that is added to a FA Primary, Secondary or Tertiary bid vacation. Extensions are available for Memorial Day, Admissions Day, Thanksgiving & Employees Birthday (MATE). You may request an extension day before or after the vacation award. Extensions are days that do not come out of your vacation allotment for the year and are worth 3 hours per day.

- Slots do not need to be available
- Awarded daily at 9:00am
- Request deadline is noon the 16th of the month prior to be credited for the new bid month
- No cancellations allowed in a running month, unless attached to 7+ days of vacation (*see Cancellations for more information)
- Extension must touch the vacation day or day's one before or after. You cannot request a random day for extension.

Supplemental Days: Supplemental days are 1 to 2 days added before and/or after a 7 day or more vacation period.

- No credit
- Does not count as a day off
- Awarded daily at 9:00am
- On a Reserve Bid: each Supplemental day used will deduct hours from your 75Hr guarantee, 2:30 hours per supplemental day in a 30 day month and 2:25 hours per supplemental day in a 31 day month
- Slots do not need to be available
- Request deadline is noon the 16th of the month prior
- No cancellations allowed in a running month, unless attached to 7+ days of vacation (*see Cancellations for more information)

Cash out vacation: You may cash out your vacation for extra pay. You cannot request a cash out vacation in a running month

- Vacation slots must be available
- You don't have to submit as vacation first
- Awarded daily at 9:00am
- Request deadline is noon the 6th of the month prior

Cancellations:

- *7+ days or more of vacation, with any attached Supplemental days can be cancelled up to 9:00am the day prior
 - When cancelling 7+ days in a running month, you must make up the cancelled vacation hours from open time
- Awarded daily at 9:00am
- Minimum requirement must be met for the year; if not, you'll need to move vacation to another month
- Pop up vacation can only be cancelled up to noon the 16th of the month prior (the new month)
- Cannot cancel pop up vacation in a running month
- No partial cancellation is allowed