



Bidder for AS – iPad App Tutorial

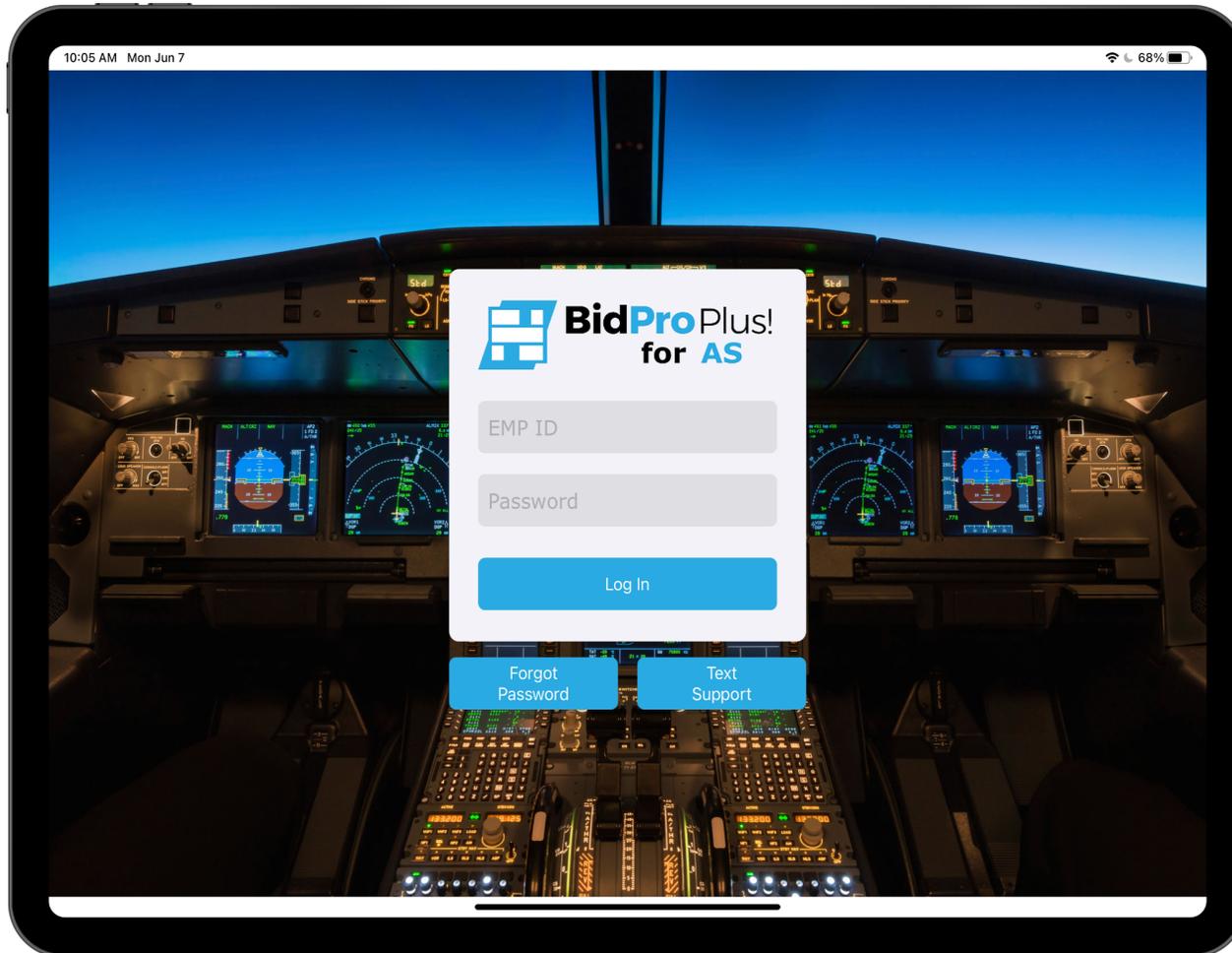
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# Getting Started

## Logging In

To log in, enter your EMP ID and password and then tap the blue Log In button.



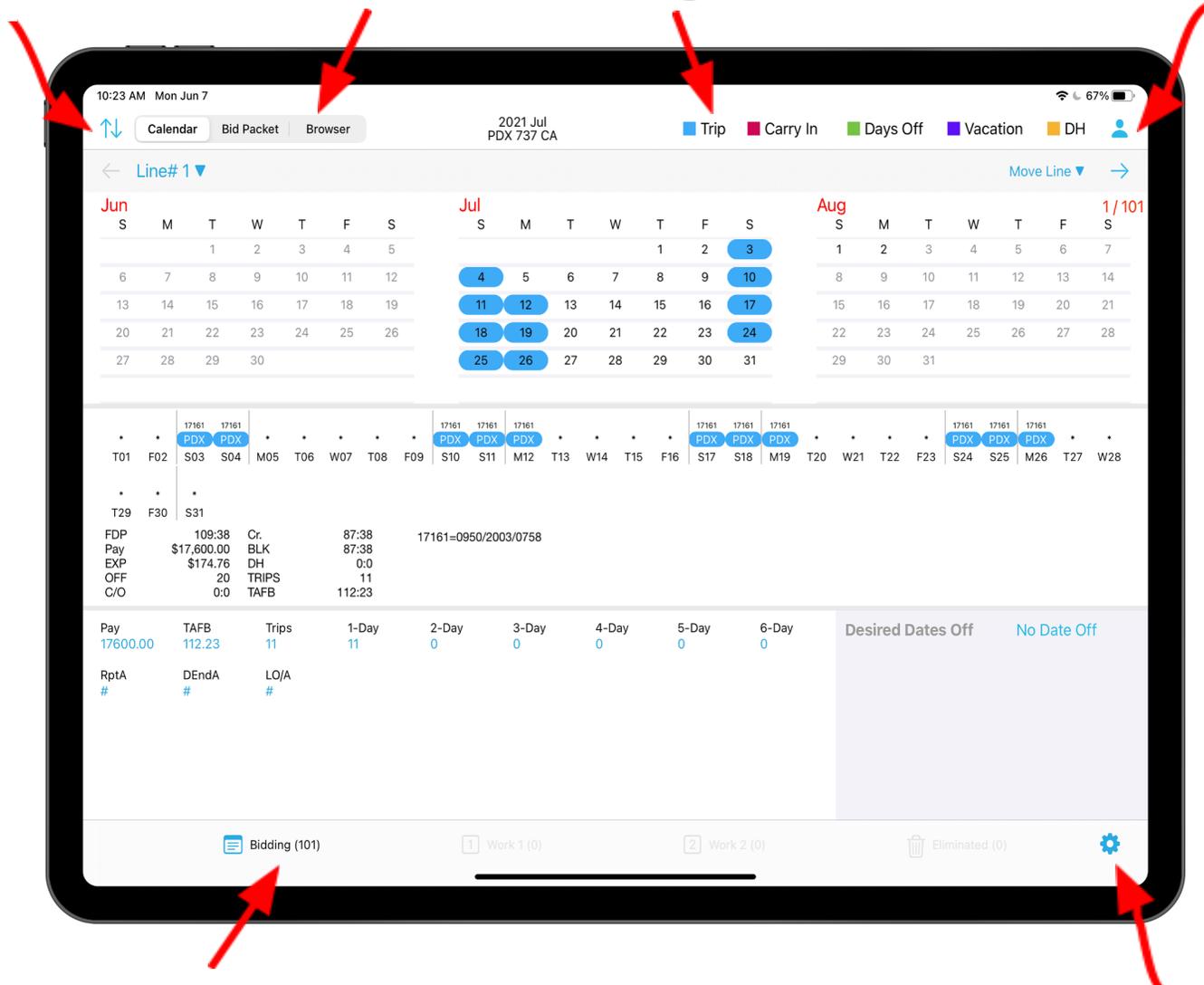
# The User Interface & Navigation

sorting

views

legend

profiles & bid sheets



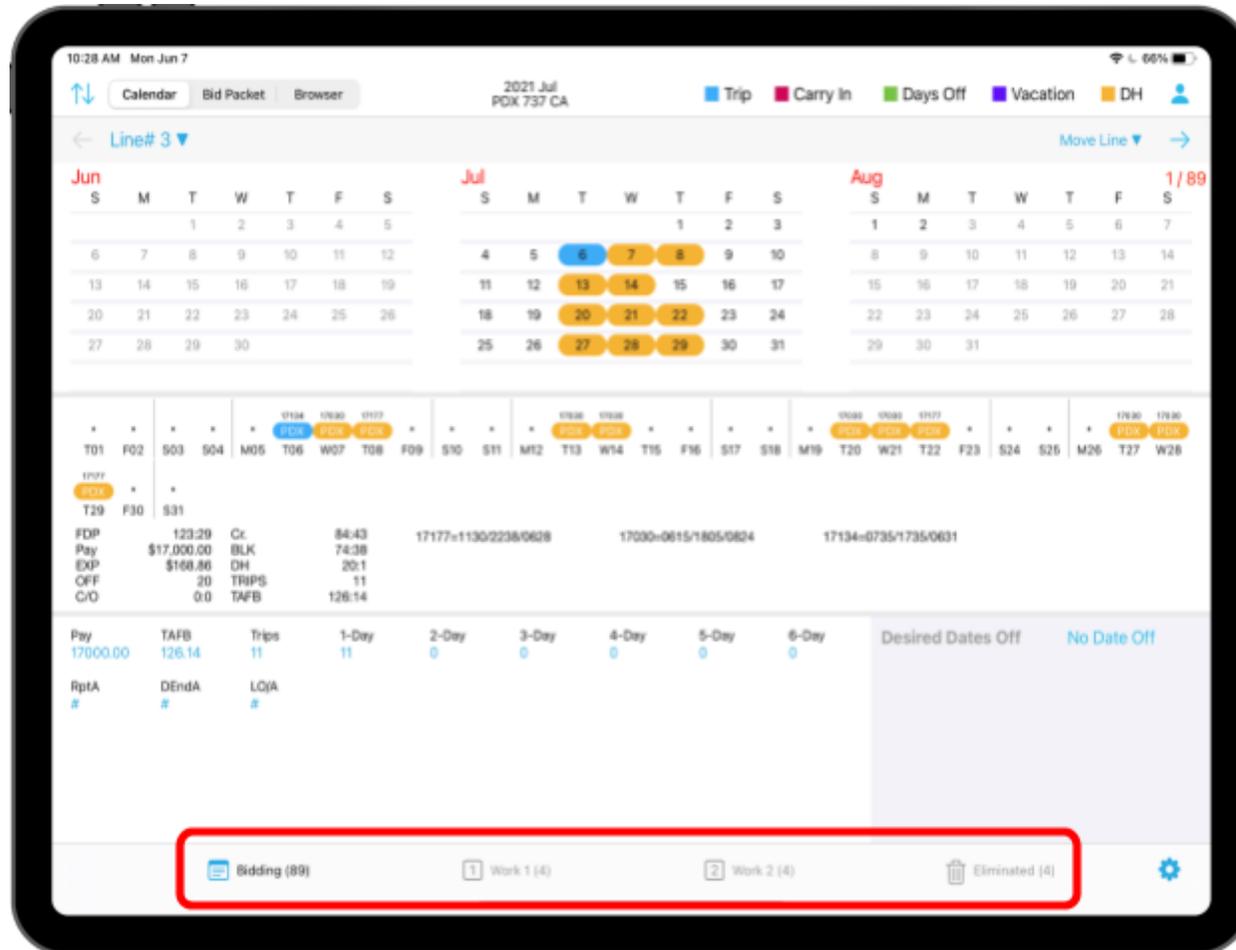
lists

menu & settings

## Lists

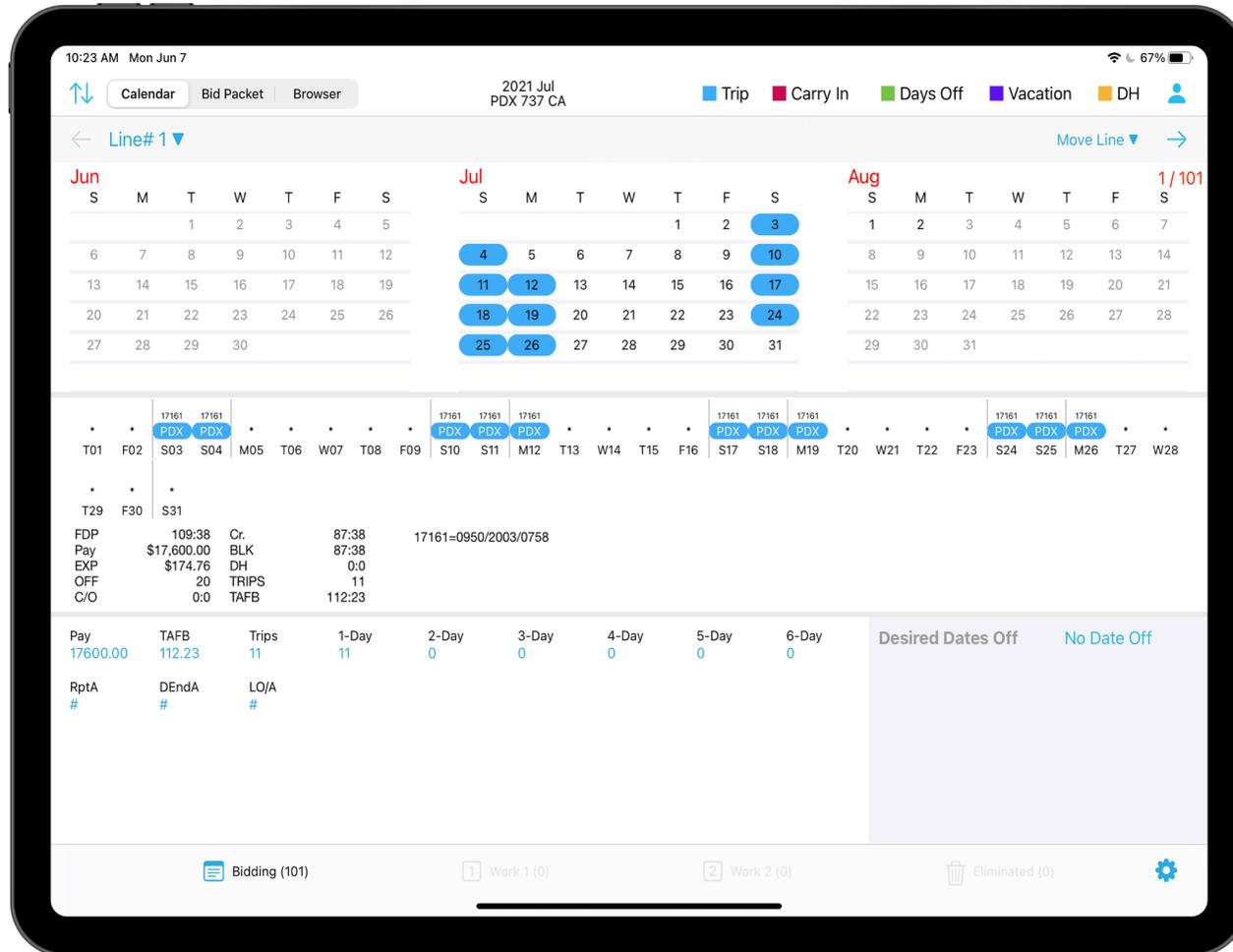
See some lines that you want to eliminate, or that you want to bid? Organize your lines by separating them into four different lists. From anywhere in the app, you can view a list by tapping its name at the bottom of your screen.

Tip: The number in parentheses next to each list name indicates the number of lines in that list.



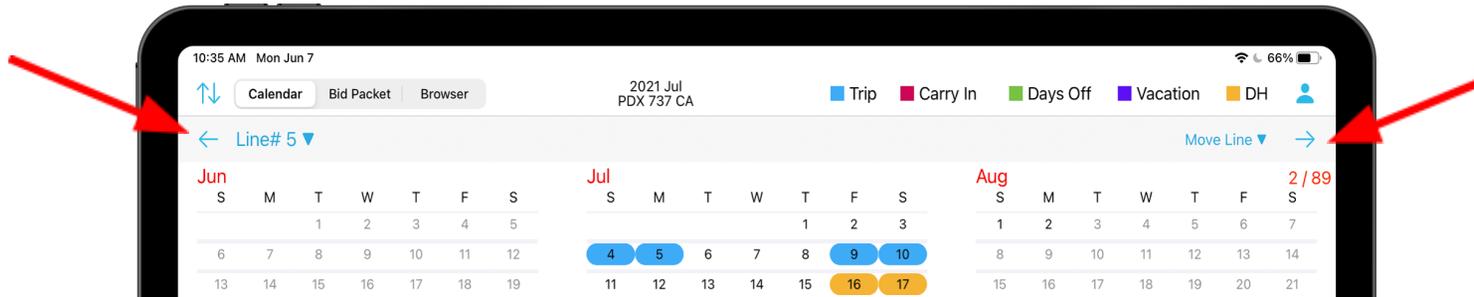
# The Calendar View

The Calendar view displays a comprehensive view of one single line at a time.

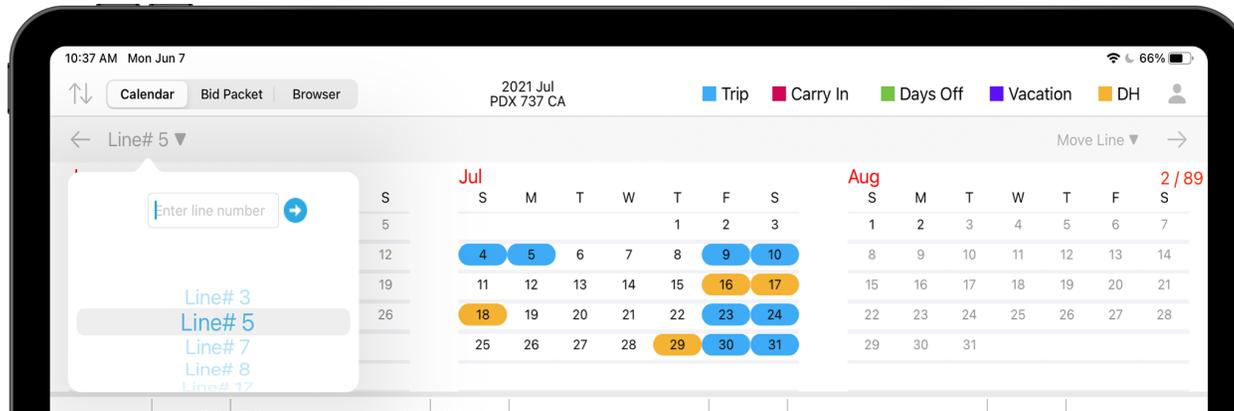


## How to Navigate to A Different Line in the Calendar View

**Option 1:** Tap the blue arrows on either side of the screen to navigate to the previous/next line in the current list.

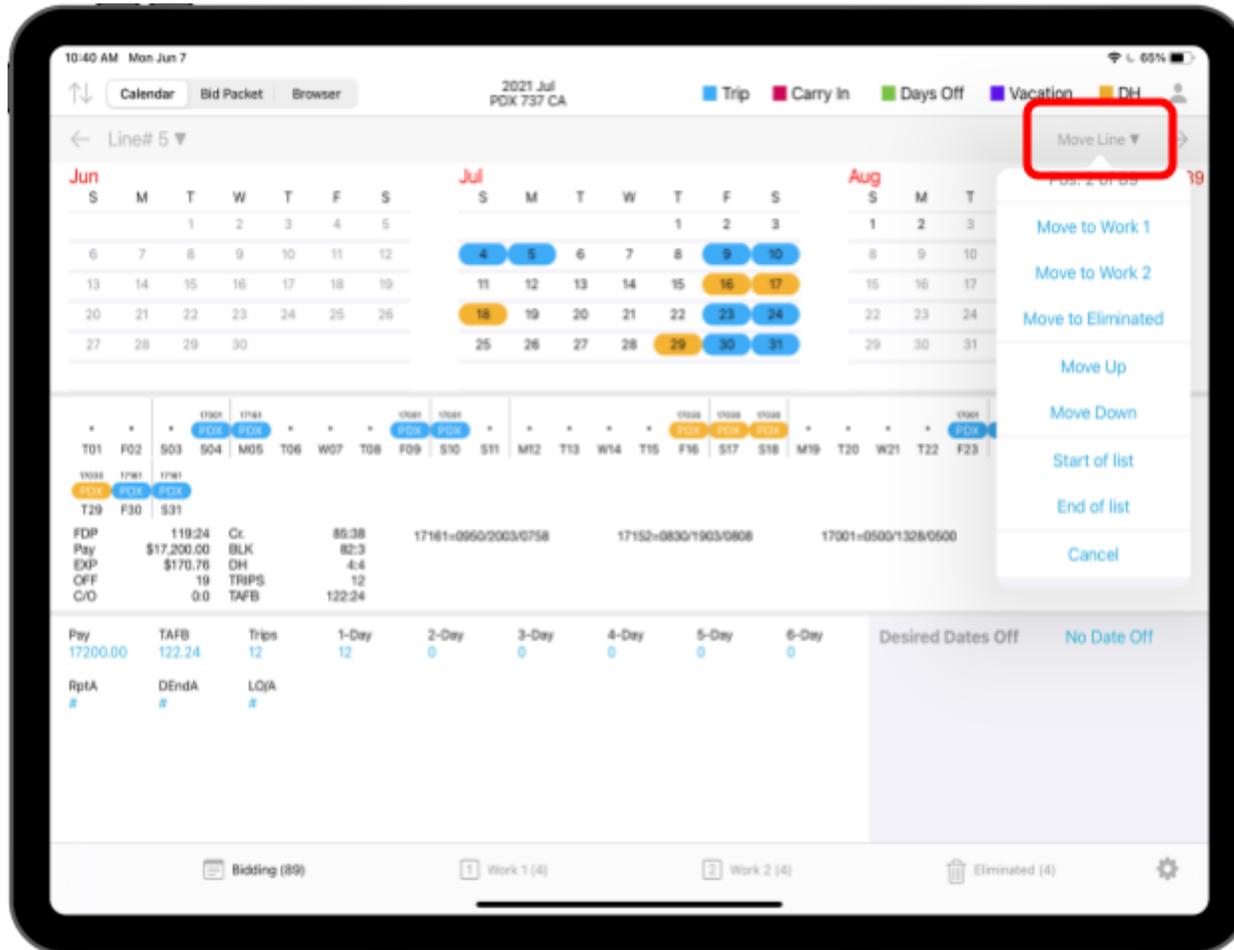


**Option 2:** The text next to the left arrow (e.g. "Line# 6") indicates which line you're currently viewing. To navigate to a specific line, tap this number. A dropdown menu will appear. Use the dropdown to select the line you want to navigate to, or manually type a line number into the text box. Tap the blue arrow to navigate to that line.



## How to Move a Line in the Calendar View

To move the line you're currently viewing, tap Move Line (located near the top right corner), and then select your desired location.



# The Bid Packet View

The Bid Packet view is less detailed than the Calendar view, but offers the ability to see multiple lines at a time and arrange them with ease.

10:43 AM Mon Jun 7 2021 Jul PDX 737 CA

Calendar Bid Packet Browser

1 / 89

### Line# 3

T01	F02	S03	S04	M05	T06	W07	T08	F09	S10	S11	M12	T13	W14	T15	F16	S17	S18	M19	T20	W21	T22	F23	S24	S25	M26	T27	W28
					PDX	PDX	PDX					PDX	PDX						PDX	PDX	PDX				PDX	PDX	
T29	F30	S31																									
FDP		123:29	Cr.		84:43	17177=1130/2238/0628					17030=0615/1805/0824					17134=0735/1735/0631											
Pay		\$17,000.00	BLK		74:38																						
EXP		\$168.86	DH		20:1																						
OFF		20	TRIPS		11																						
C/O		0:0	TAFB		126:14																						

### Line# 5

T01	F02	S03	S04	M05	T06	W07	T08	F09	S10	S11	M12	T13	W14	T15	F16	S17	S18	M19	T20	W21	T22	F23	S24	S25	M26	T27	W28
			PDX	PDX				PDX	PDX					PDX	PDX	PDX						PDX	PDX				
T29	F30	S31																									
FDP		119:24	Cr.		85:38	17161=0950/2003/0758					17152=0830/1903/0808					17001=0500/1328/0500					17030=0615/1805/0824						
Pay		\$17,200.00	BLK		82:3																						
EXP		\$170.76	DH		4:4																						
OFF		19	TRIPS		12																						
C/O		0:0	TAFB		122:24																						

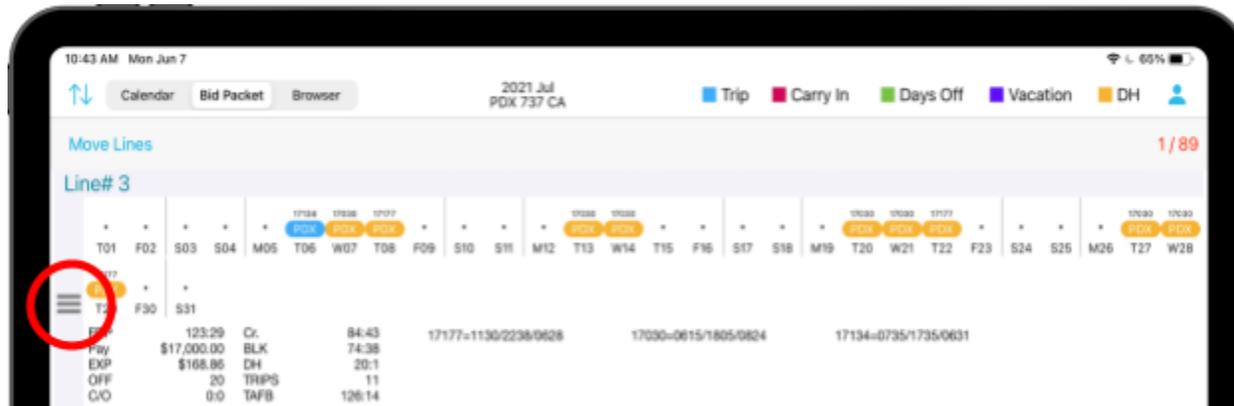
### Line# 7

T01	F02	S03	S04	M05	T06	W07	T08	F09	S10	S11	M12	T13	W14	T15	F16	S17	S18	M19	T20	W21	T22	F23	S24	S25	M26	T27	W28
									SJC	OGG	IAH	PDX				SJC	SJC	OGG	PDX				SJC	OGG	IAH	PDX	
T29	F30	S31	S01	M02																							
FDP		109:08	Cr.		85:19	17073=0630/2135/2529					17109=0700/2330/0732					17067=0630/2247/2649											
Pay		\$17,200.00	BLK		74:22																						
EXP		\$170.38	DH		21:54																						

Bidding (89) 1 Work 1 (4) 2 Work 2 (4) Eliminated (4)

## How to Move Line(s) in the Bid Packet View

**Option 1:** To quickly move one line within the list you're currently viewing, press your finger on ☰ (located to the left of each line). While keeping your finger pressed on ☰, drag your finger up or down the screen until the line is placed where you want it. Lift your finger off of the screen to drop the line there.

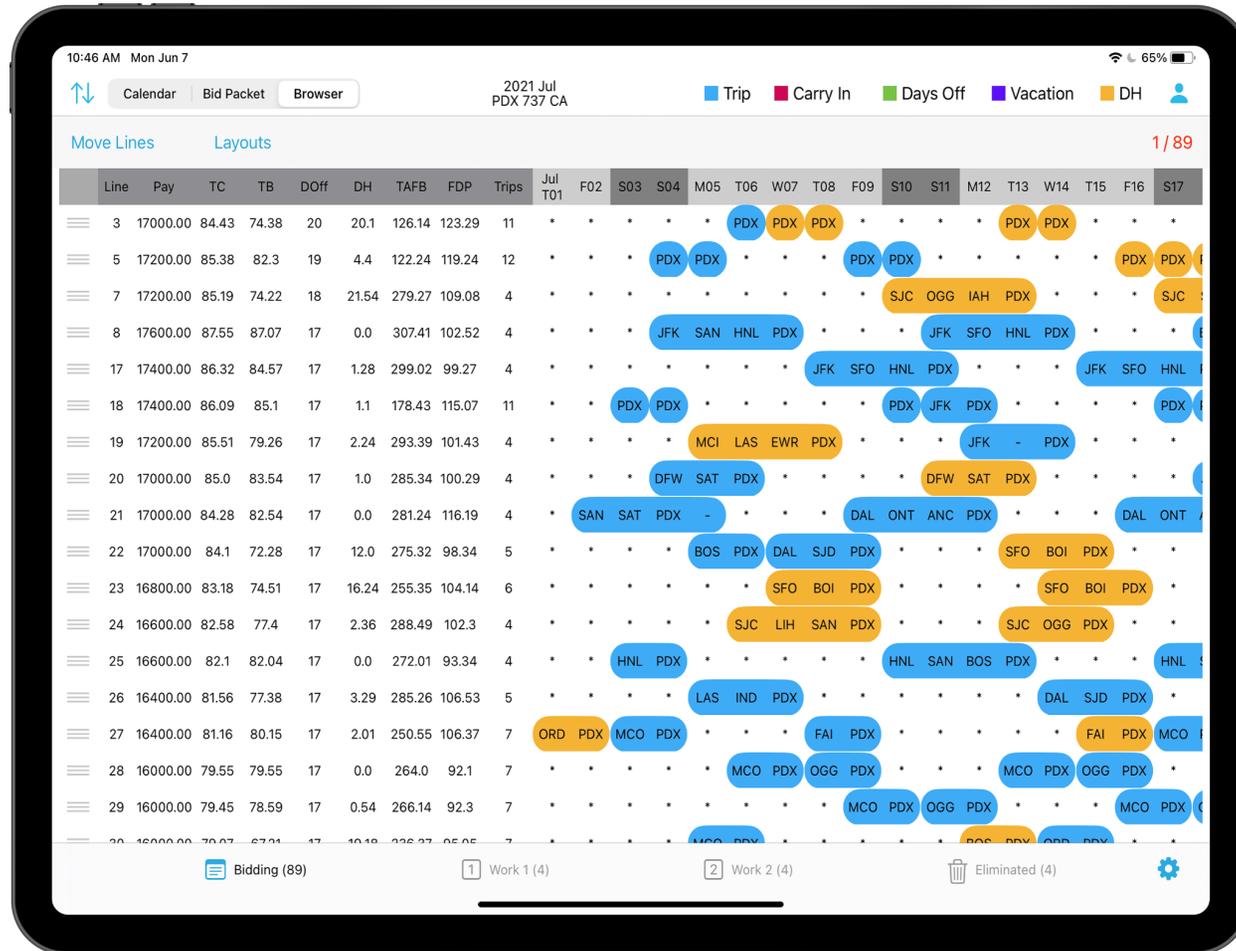


**Option 2:** To move multiple lines at once, tap Move Lines. An empty black checkbox will appear to the left of each line. Tap the checkbox next to each line that you wish to move, and then tap Select/Move and choose where you want to move the line(s) to.



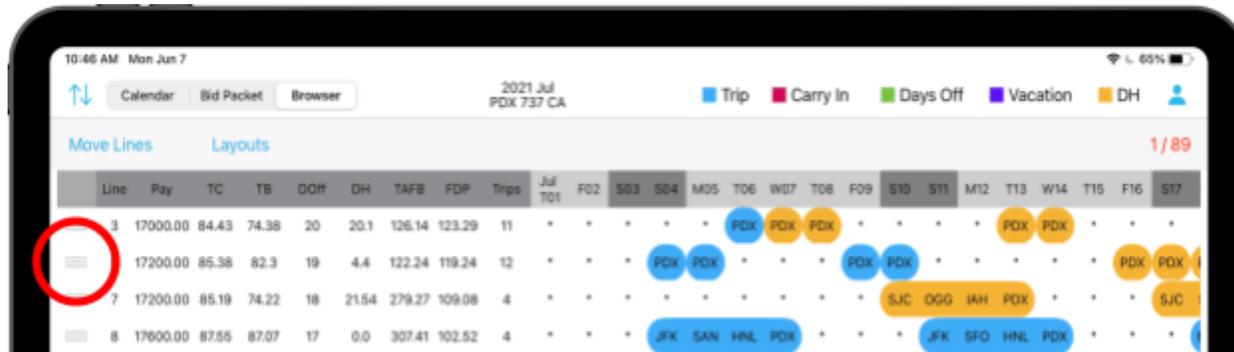
# The Browser View

The Browser view offers a comprehensive view of several lines at once. Scroll down to view more lines, or scroll horizontally to view more details about each line.

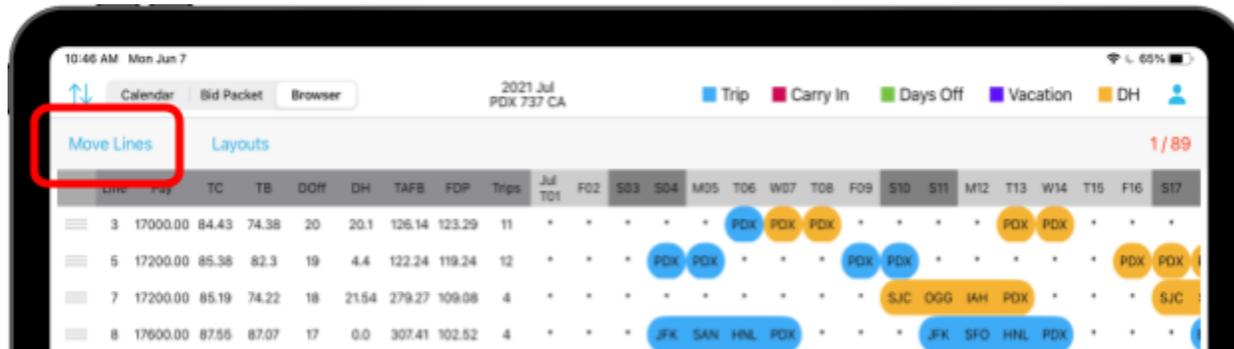


## How to Move Line(s) in the Browser View

**Option 1:** To quickly move one line within the list you're currently viewing, press your finger on ☰ (located to the left of each line). While keeping your finger pressed on ☰, drag your finger up or down until the line is placed where you want it. Lift your finger off of the screen to drop the line there.



**Option 2:** To move lines in the Browser view, tap Move Lines, and an empty black checkbox will appear next to each line. Tap the checkbox next to each line you want to move. Tap Select/Move, and then select a new location for the line(s).



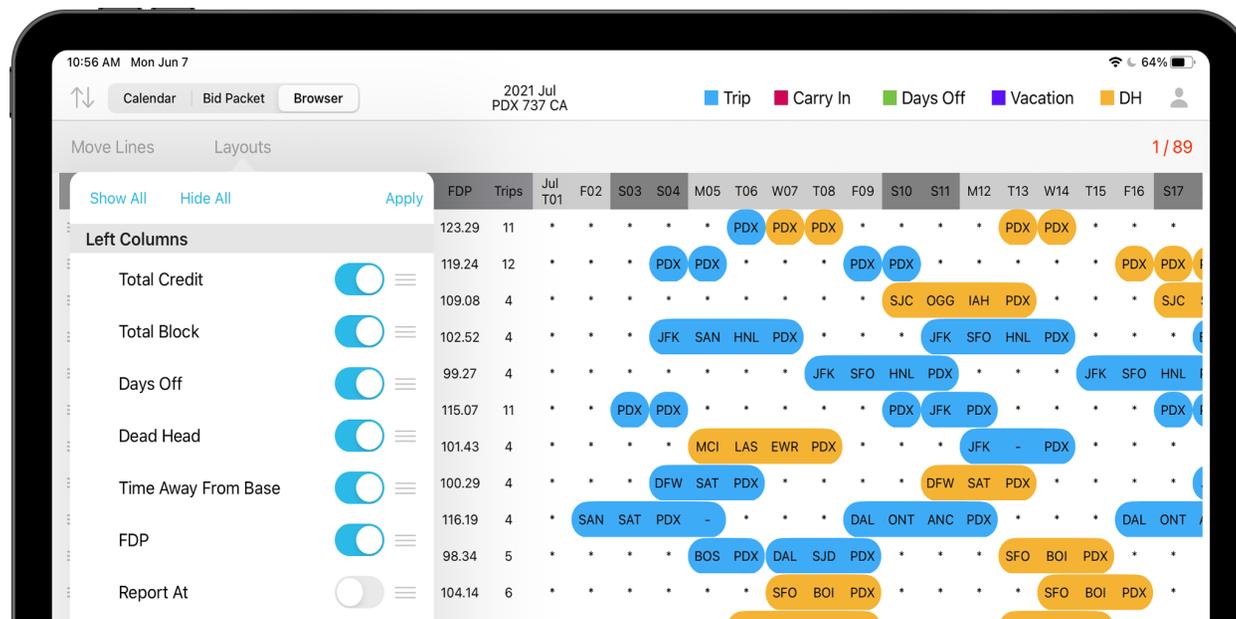
## How to Customize Your Layout

This functionality allows you to easily rearrange (or completely hide) the gray columns in the Browser view.

Tap the Layouts button. To rearrange columns, tap and hold  next to the line you want to move. While keeping your finger pressed on , drag your finger up or down until the column is placed where you want it. Lift your finger off of the screen to drop the column there. Columns that are placed under the Left Columns and Right Columns sections will be displayed on the left side and the right side of the screen, respectively.

To completely hide a column, use the  switch to hide/show it.

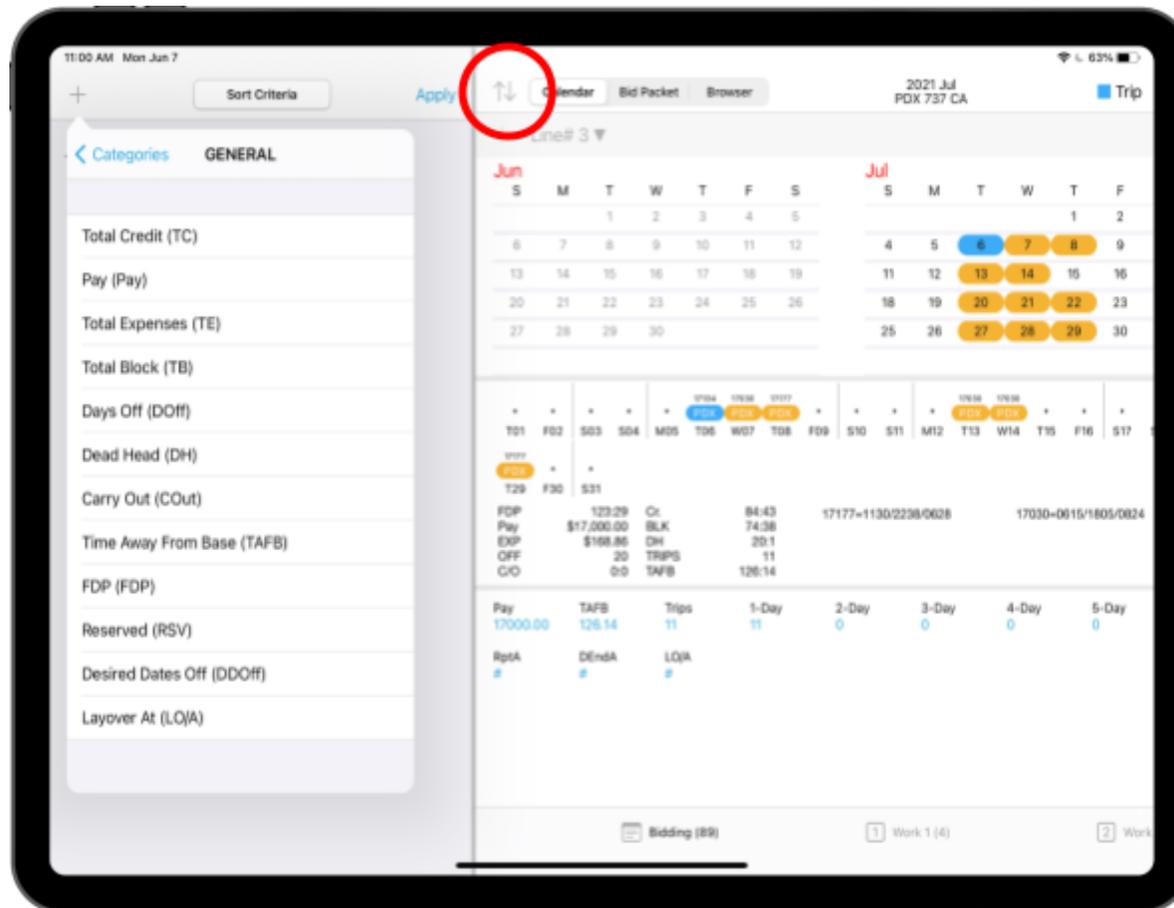
To save your layout, tap Apply.



# Sorting Your Lists

Sorting lets you quickly organize your lines in a way that works best for you. Each list is sorted individually without affecting other lists.

While in any of the three views, tap  (located in the upper-left corner). Sort criteria is organized into three different categories: General, Trips, and Work Hours.

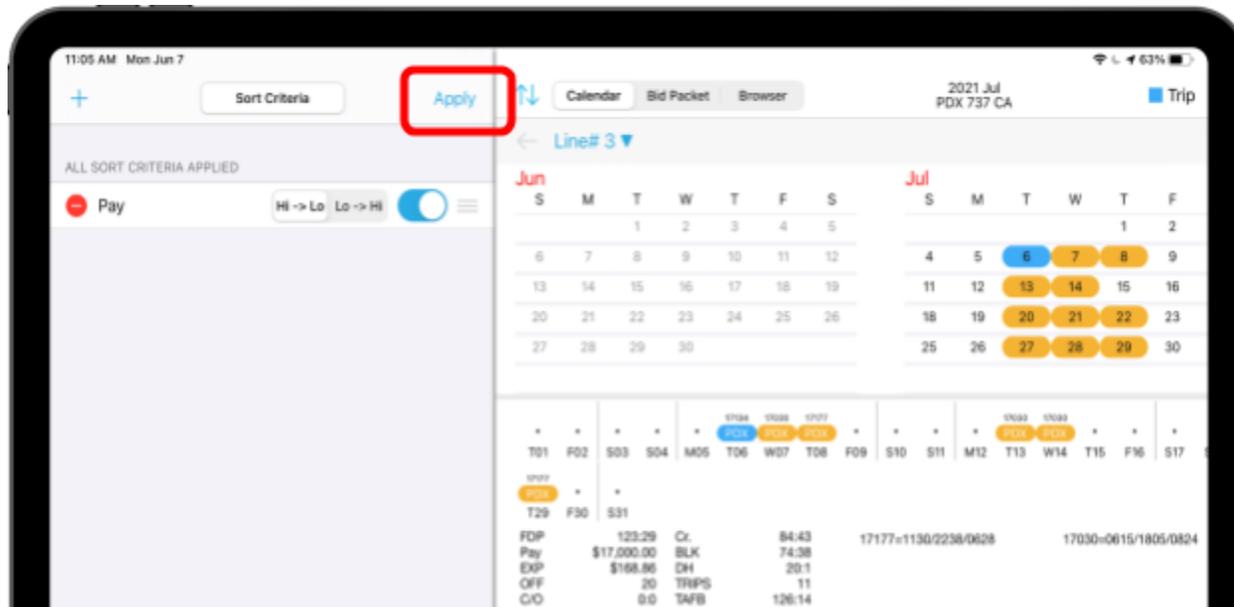


Select your desired sort criteria. After selecting a sort option, it's added to your Sort Criteria list. Use the Hi -> Lo/Lo -> Hi buttons next to the sort criteria to sort by either ascending or descending order.

If desired, tap the plus sign in the upper left corner to add more sort criteria. To rearrange the order of your sorts, use the bars icon (≡) next to the sort criteria to drag and drop it to a different position in the list.

To remove an item from your Sort Criteria list, tap the  icon next to the item and then tap the Delete button.

Once you're happy with your selections, tap Apply. The list that you're currently viewing will be sorted as desired without affecting your other lists.

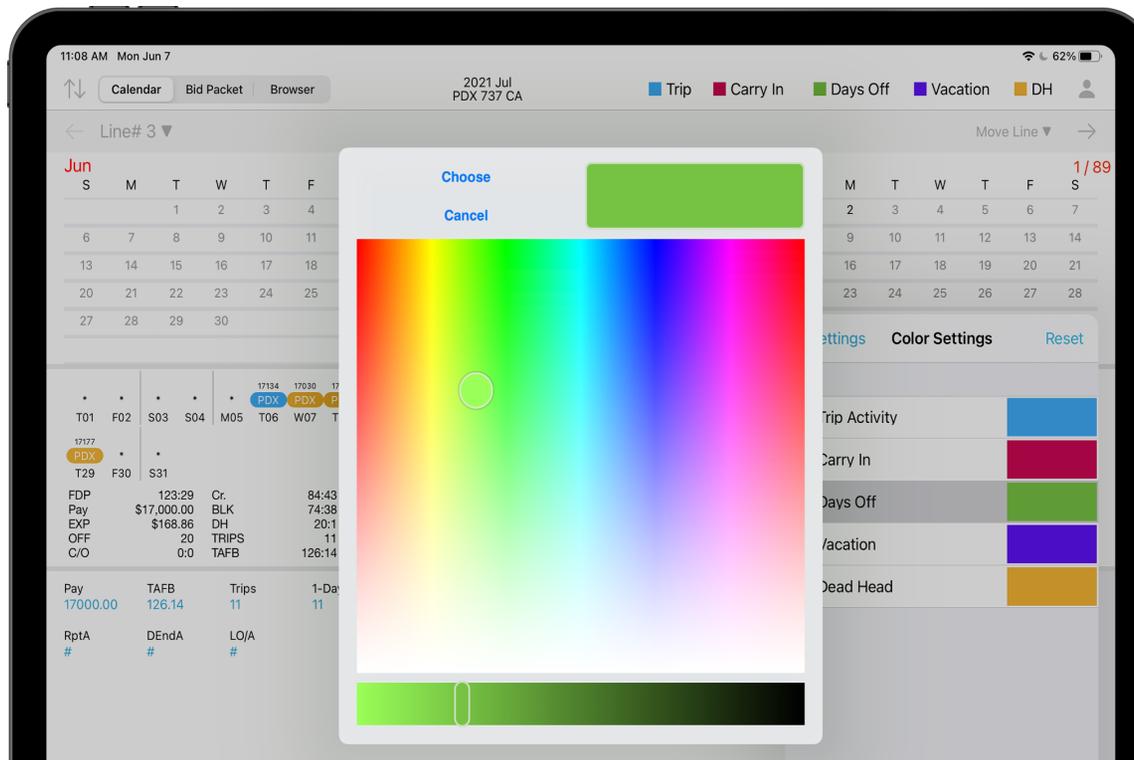


# Settings

To change any of your settings, tap  (located in the bottom right corner) to open the menu. Tap Settings to edit your desired dates off, custom colors, and list names.

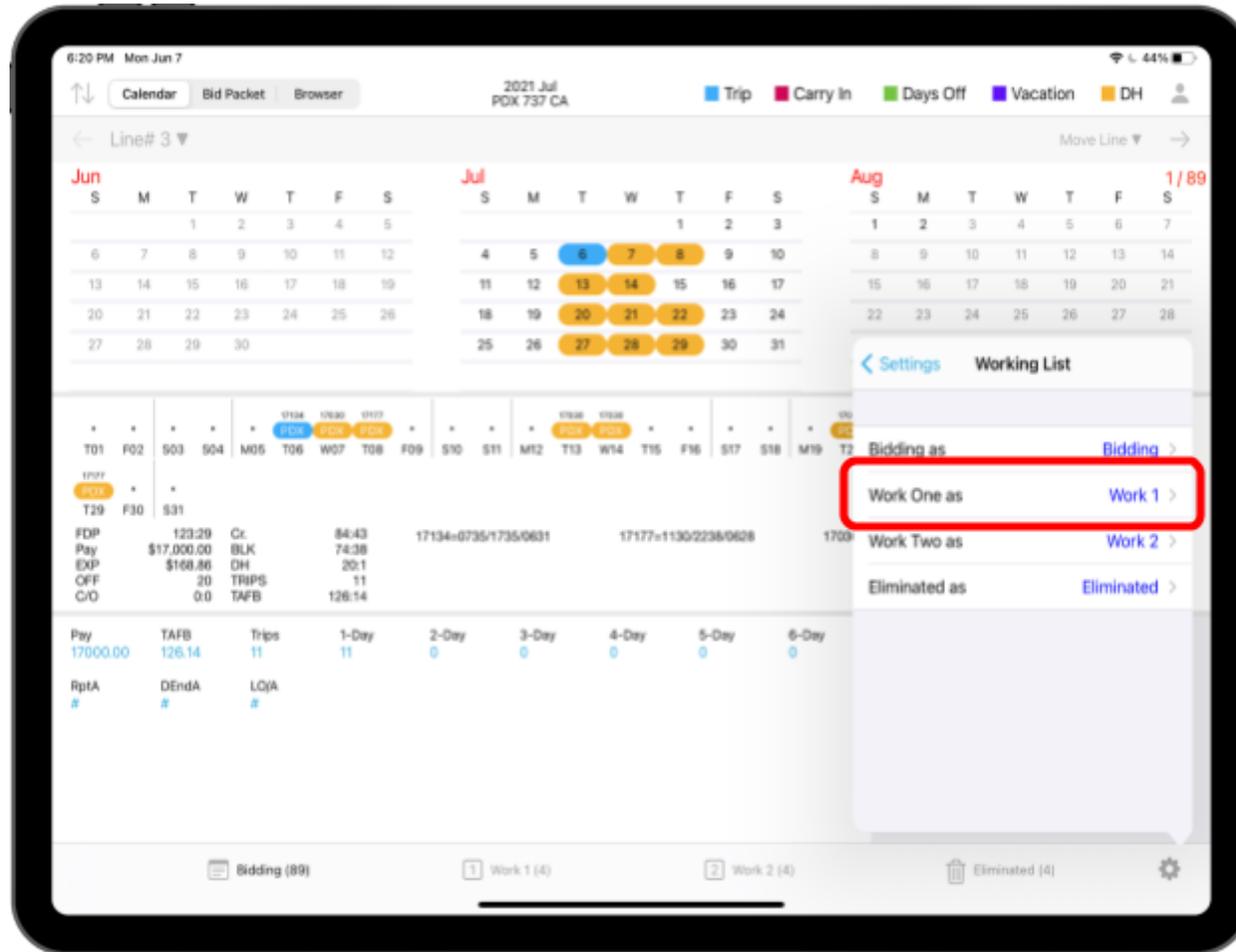
## How to Customize Your Colors

First, tap Custom Colors in the Settings menu, and then tap the color you would like to change. A color picker will be displayed. Using your finger, move the white circle around to select the color you want. Use the slider along the bottom of the color picker to adjust the color's intensity. After you have selected the color you want, tap Choose.



## How to Set Custom List Names

In the Settings menu, tap Working List, and then tap the name of the list you want to change.



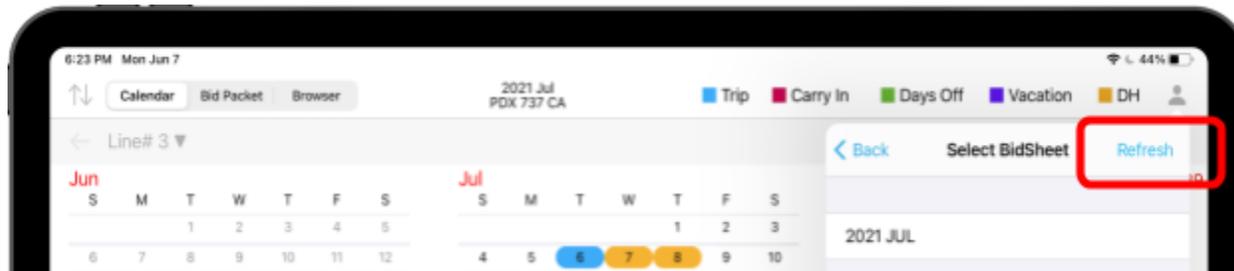
A text box will appear. Tap the text box and type your desired list name. Tap the Save button, and then your custom list name will be saved and displayed throughout the app.

# Profiles & Bid Sheets

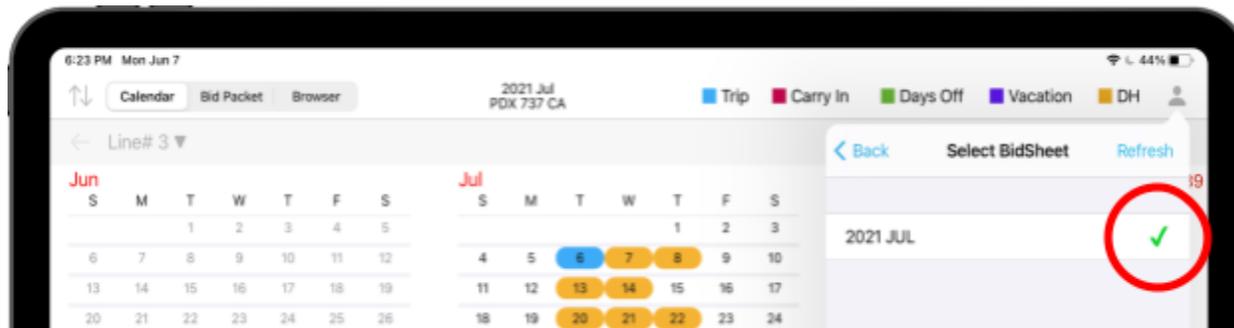
## How to Download New Bid Packages

When new bid packets become available, you will need to download the bid packet.

First, tap  (located in the upper-right corner of the app). A list of your profiles will be displayed. Tap the name of the profile you'd like to download the new bid packet for, and then press the Refresh button.



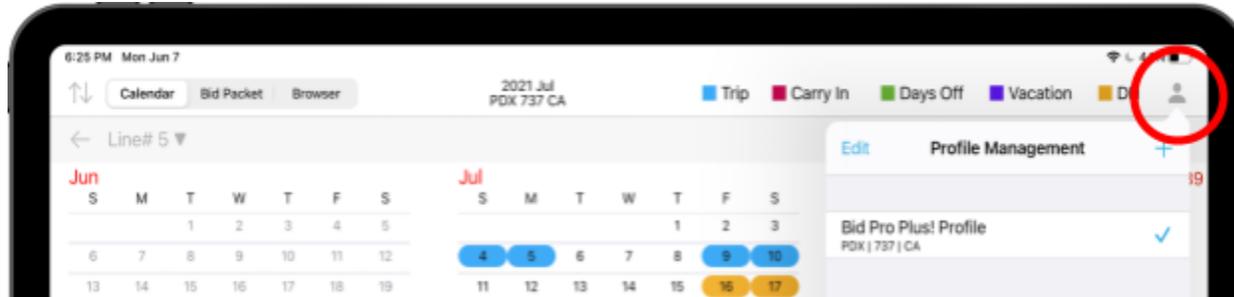
After the new bid packet finishes downloading, tap the name of the bid packet to view it. A green checkmark next to the bid packet name indicates that you are viewing that bid sheet.



## How to Create a New Profile

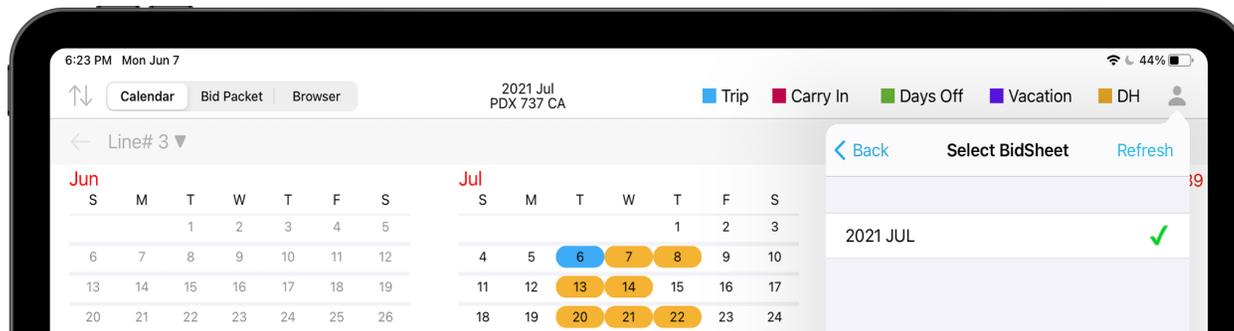
Profiles allow you to view bid lines for various positions, bases, and equipment.

First, tap  (located in the upper-right corner of the app). This will display a list of profiles you have saved. Your Bid Pro Plus profile is the default.



To create a new profile, tap  and a profile name and then select your desired position, base and equipment. Tap Save. Your new profile will be added to your list of profiles.

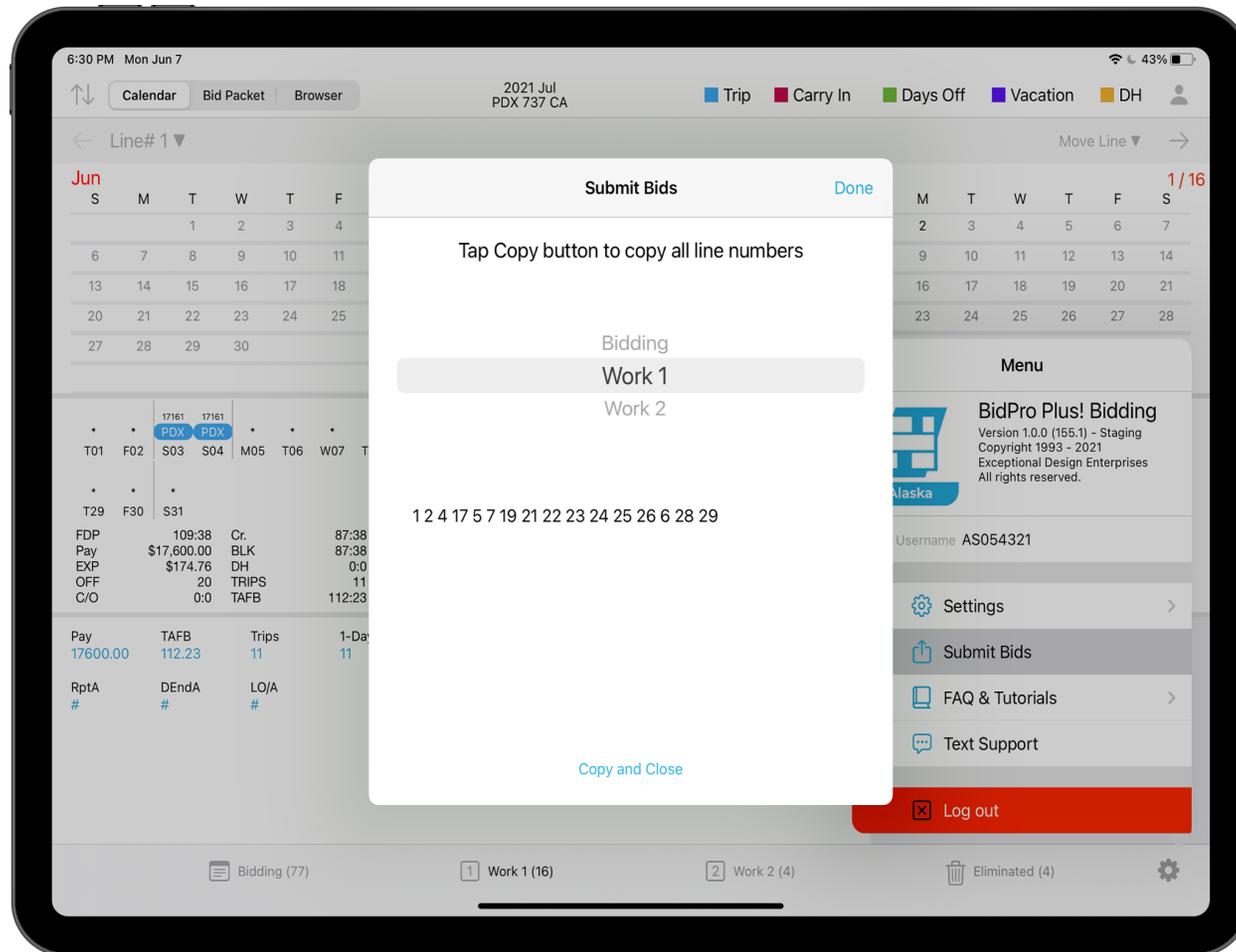
To view the bid data for your new profile, tap the name of your new profile and then tap Refresh. This will download the bid lines for this profile. To view data for this profile within the app, tap the Bid Period name. A green check mark will appear, and the app will be refreshed to show the bid data for that profile.



# Submitting Your Bids

To submit your bids to AS, tap  and then select Submit Bids. Select the list you'd like to submit.

Next, tap Copy and Close, and the line numbers from your specified list will be copied to your iPad's clipboard. Submit them to AS as normal.



# Tech Support

Have questions, or need technical assistance? Please contact us and we'll get back to you as soon as possible.

**Email:** [tech@bidpro.com](mailto:tech@bidpro.com)

**Text us:** (802) 243-4357