

Bidder for AS – iPad App Tutorial

#### **Table of Contents**

Getting Started	3
Logging In	3
The User Interface & Navigation	4
Lists	5
The Calendar View	6
How to Navigate to a Different Line	7
How to Move a Line	8
The Bid Packet View	9
How to Move Lines	10
The Browser View	11
How to Move Lines	12
How to Customize Your Layout	13
Sorting	14
Settings	16
How to Customize Your Colors	16
How to Set Custom List Names	17

Profiles & Bid Sheets	18
How to Download New Bid Packages	18
How to Create a New Profile	19
Submitting Bids	20
Tech Support	21

### **Getting Started**

#### Logging In

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





4

#### The User Interface & Navigation

#### **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.

10:28 A	M Ma	n Jun	7																							¢ ∟ 0	1% 🔳 🗋
¢↓	Cal	ndar	Bid	Packet	Bri	owser				PD	2021 Ju X 737	al CA				Trip		Carry	lin		Days O	Off	Va Va	catio	n	DH	-
	Line	#31																						N	love L	ine 🔻	$\rightarrow$
Jun s		1	т	w	т	F	s		J	ul s	м	т	v	r	т	F	s		A	ug s	м	т	w	1	r	F	1/8 s
			1	2	3	-4	5								1	2	3			1	2	3	4	1	5	6	7
6	7		8	9	10	11	12			4	5	6			8	9	10			8	9	10	11	1	2	13	14
13	1	6	15	16	17	18	19			11	12	13	1	0	15	16	17			15	16	17	18	1	9	20	21
20	2	1	22	23	24	25	26			18	19	20	2	00	22	23	24			22	23	24	25	2	6	27	28
27	2	8	29	30						25	26	27	21	00	29	30	31			29	30	31					
						17630 PEX	PDX					(1934) (1934)	17524 FCL					•	10080 FCX	17030 PCX	11177 POX					17630 PDX	PDX
101	P02	50	504	MUS	106	W07	108	109	510	511	M12	113	W14	115	116	517	518	MTP	120	W21	122	+23	524	525	M20	127	W28
FDX T29	F30	53	1																								
FDP Pay EXP OFF C/0		1 \$17.0 \$1	23:29 00.00 68.86 20 0.0	Cr. BLK DH TRIPS TAFB		84 74 20 126	43 38 21 11	17	177=11	30/223	18/0628	1	17	030-0	815/18	05/0824		17	7134=	0735/1	735/063	1					
Pay		TAF	8	Trip	15	1-	Day	;	2-Day		3-04	A	4-D	ву	5	-Day		6-Day		Des	sired [	Dates	Off		No D	ate Of	1
17000	0.00	126	14	11		11			)		0		0		0			0									
RptA		DEr #	1dA	LO	A																						
					_		_	-	_	_				_	_		_		-	-				_	× .		
			E	Biddir	1g (89)				E	1 Wb	rk 1 (4)				- (	2 Wor	k 2 (4)				Ť	ត្រៃ ខត	minater	i (4)	L		٥.
																											-

### **The Calendar View**

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

_																									
10:23 A	AM Mo	n Jun 7																					ŝ	67%	
↑↓	Cale	endar	Bid I	Packet	Br	owser			P	2021 Jul DX 737 (	CA			Trip	) 📕 (	Carry I	n		Days (	Off	Vac	cation	D	н	
$\leftarrow$	Line	#1▼																				Mo	ove Line	•	$\rightarrow$
Jun s	N	1 -	г	w	т	F	s		Jul s	м	т	w	т	F	s		Au	<mark>g</mark> s	м	т	w	т	F	1 s	/ 10
			1	2	3	4	5						1	2	3			1	2	3	4	5	6	7	
6	7	. 8	3	9	10	11	12		4	5	6	7	8	9	10			8	9	10	11	12	13	14	
13	14	1 1	5	16	17	18	19		11	12	13	14	15	16	17		1	15	16	17	18	19	20	21	
20	2	1 2	2	23	24	25	26		18	19	20	21	22	23	24		2	22	23	24	25	26	27	28	
27	2	3 2	9	30					25	26	27	28	29	30	31		2	29	30	31					
+ T29 FDP Pay EXP OFF C/O	* F02 * F30	17161 PDX S03 • S31 109 \$17,600 \$174	17161 PDX S04 9:38 0.00 1.76 20 0:0	M05 Cr. BLK DH TRIPS TAFB	* ТОб	* W07 87: 87: 112:	* T08 38 38 0:0 11 23	F09	17161 1716 PDX PDX S10 S11 S10 S11 S1=0950/20	17161 PDX M12	* T13	• W14 T	* * 15 F1I	17161 PDX 5 S17	17161 PDX S18	17161 PDX M19 T	* 720	* W21	• T22	* F23	17161 PDX S24	17161 PDX S25	17161 PDX • M26 T2	* 7 W2	8
Pay 17600 RptA #	0.00	TAFB 112.2 DEnd #	3 A	Trip 11 LO//	s	1- 11	Day	2- 0	Day	3-Day 0		4-Day 0		5-Day 0	6 0	-Day		Des	sired	Dates	s Off	N	lo Date	Off	
			_																						

### 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.

10:35	AM Mon	Jun 7																		<b>奈</b> € 66	% 🔳 )
↑↓	Caler	dar	Bid P	acket	Bro	wser		P	2021 Jul DX 737 C	A			Trip	Carı	ry In	Days	Off	Vaca	ation	DH	-
$\rightarrow$	Line#	5 🔻																	Move	Line 🔻	$\rightarrow$
Jun s	м	т		w	т	F	S	Jul s	м	т	w	т	F	S	Aug s	м	т	w	т	F	2/89 s
		1		2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8		9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15		16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21

**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.

10:37 AM Mon Jun 7														<b>奈 €</b> 6	6% 🔳
Calendar Bid Packet Browser		PD	2021 Jul X 737 C	A			Trip	Ca	rry In	Days	Off	Vaca	tion	DH	
← Line# 5 ▼													Move	Line <b>V</b>	$\rightarrow$
	s	Jul s	М	т	w	т	F	s	Aug s	м	т	w	т	F	2 / 89 s
	5					1	2	3	1	2	3	4	5	6	7
	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
Lipo#2	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
Line# 5	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
Line# 7		25	26	27	28	29	30	31	29	30	31				
Line# 8															
	470.04	17001				470.0							1		

#### 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.

<b>Φ</b> Γ. (	Cala	n dar	Bid	Darkat	D.					2	021 Ju					Trio	-	Carry	in.		have C		Vacation	C 0074 8	
1.1	Care	i c a	GIU	Packet		UNSET				PD)	X 737 (	CA.					-	Carry		-	Adys C		Valation		
~ 1	Line	0.4																					Move Line	. *	7
Jun s	м		т	w	т	F	s		Jul	s	м	т	w	ſ	т	F	s		Au	g s	м	т	105.2013	50	
			1	2	З	-4	5								1	2	3			1	2	3	Move to Wo	rk 1	
6	7		8	9	10	11	12		-	4	5	6	7		8	9	10			8	9	10	Maura ta Mila	-t- 3	
13	14		15	16	17	18	19		1	11	12	13	14	6	15	16	17		1	15	16	17	Move to wo	rk 2	
20	21		22	23	24	25	26		- 1	8	19	20	21	1	22	23	- 24		1	22	23	24	Move to Elimi	nated	
27	28		29	30					2	5	26	27	28	•	29	30	31		1	29	30	31	Move Up	,	
			1730	17161				17081	17081						17624	17038	17038					17001	Move Dov	m	
T01	F02	503	504	M05	т06	w07	тов	F09	510	s11	M12	т13	W14	т15	F16	\$17	518	м19	т20	W21	т22	F23	Start of li	st	
729	F30	531																					End of lis	t	
FDP Pay EXP OFF C/O	ł	11 \$17,20 \$17	9:24 0.00 0.76 19 0:0	Cr. BLK DH TRIPS TAFB		85 8 122	38 2:3 4:4 12 24	171	61=0950	200	3/0758		17	152=0	830/11	903/0806	1	17	001=0	3500/13	28/050	10	Cancel		
Pay 17200.	00	TAFI 122	8 24	Trip 12	15	1-	Day	1	-Day		3-Day		4-D	τy		5-Day		5-Day		Des	ired [	Dates (	Off No Date	off	
RptA		DEn	dA.	LO	A.																				
				-																					
			-	Biddin	g (89)				1	Wor	k 1 (4)					2 Wo	rk 2 (4)					fill Elmi	inated (4)	ð	į

## **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 Ju	in 7																						ŝ	65%	6
<b>↑</b>	↓ (	Calenda	r Bid	Packet	Brow	vser				20 PDX	21 Jul 737 CA					Trip	C	arry I	n	Day	ys Off		Vaca	ation		ЭН	-
М	ove L	ines.																									1/89
Lir	ne#:	3																									
	* T01	* F02	* S03 S	* * 04 мс	17134 PDX 15 T06	17030 PDX W07	17177 PDX T08	* F09	* S10	* S11	* M12	17030 PDX T13	17030 PDX W14	* T15	* F16	* S17	* S18	* M19	17030 PDX T20	17030 PDX W21	17177 PDX T22	* F23	* \$24	* S25	* M26	17030 PDX T27	17030 PDX W28
=	17177 PDX T29	* F30	* S31																								
	FDP Pay EXP OFF C/O	\$	123:29 17,000.00 \$168.80 20 0:0	9 Cr. 0 BLK 6 DH 0 TRIF 0 TAFI	'S 3	84 74 2 126	:43 :38 0:1 11 :14	17	177=11	30/22	38/0628		17	7030=0	615/18	05/0824	1	1	7134=0	)735/17	35/063	1					
Lir	ne# !	5																									
	* T01	* F02	* F S03 S	001 171 DX PD 04 M0	× *	* W07	* T08	17001 PDX F09	17001 PDX S10	* S11	* M12	* T13	* W14	* T15	17030 PDX F16	17030 PDX S17	17030 PDX S18	* M19	* T20	* W21	* T22	17001 PDX F23	17152 PDX S24	* S25	* M26	* T27	* W28
=	17030 PDX T29	17161 PDX F30	17161 PDX S31																								
	FDP Pay EXP OFF C/O	\$	119:24 17,200.00 \$170.76 19 0:0	Gr. BLK DH TRIF TAFI	'S 3	85 8 122	:38 2:3 4:4 12 :24	17 <sup>.</sup>	161=09	50/20	03/0758		17	7152=0	830/19	03/0808	3	1	7001=0	0500/13	28/050	10		17030=	0615/1	805/08	24
Lir	ne# :	7																									
	* T01	* F02	* S03 S	* * 04 мс	* 15 T06	* W07	* T08	* F09	17073 SJC S10	OGG S11	IAH M12	PDX T13	* W14	* T15	* F16	17067 SJC S17	SJC S18	OGG M19	PDX T20	* W21	* T22	* F23	17073 SJC S24	OGG S25	IAH M26	PDX T27	* W28
=	* T29 FDP	* F30	BOS S S31 S 109-04	AN 00 01 MC	G 2	85	·19	17	072-04	20/24	25/2500		4-	7100-0	700/00	20/072			7067 (	1620/00	17/064	0					
	Pay	\$	17,200.00	) BLK		74	:22	170	013=00	00/21	55/2529		17	10920	100/23	55/0732	-	1	1001=0	1030/22	47/204						
				Biddin	g (89)				1	Work	1 (4)				2	Work	2 (4)				1	[ Elim	inated	(4)		1	\$

#### 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  $\equiv$  (located to the left of each line). While keeping your finger pressed on  $\equiv$ , 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.

	10:	43 AM	Man J	in 7																								۰. (S)	
	î,	L (	Calenda	ar B	id Pac	set	Brows	ier				202 PDX 7	1 Jul 737 C#					Trip		arry I	in	Da:	ys Off		Vaca	ition		DH	-
	м	ove L	ines																										1/89
	Lir	ne#	3																										
		то1	F02	503	* 504	M05	17134 POX T06	POK W07	1207 POX TD8 P		* 510	511	M12	17338 FCIE T13	17538 FOX W14	T15	F16	517	518	м19	17030 PDX T20	17030 POX W21	17177 PDX T22	F23	524	525	M26	17030 PDX T27	17090 PDX W28
(		đ																											
		Pay EXP OFF G/O	130	123 17,000 \$168	29 .00 .86 20 0:0	Cr. BLK DH TRIPS TAFB		84:4 74:3 20: 1 126:1	3 8 1 1 4	171	77=11	90/223	8/0628	1	17	030-0	615/18	05/082	4	1	17134=	0735/17	35/063	1					

**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.

10:46	AM	Mon Jun 7																						4	<b>? 6</b> 65	5% 🔳
↑↓	С	alendar	Bid Pa	cket	Browser				202 PDX 7	1 Jul 37 CA					Trip	C	arry I	n	<b>D</b> a	iys Of	f	Vac	ation		DH	-
Mov	re Lir	nes	Layo	outs																						1/89
	Line	Pay	тс	ТΒ	DOff	DH	TAFB	FDP	Trips	Jul T01	F02	S03	S04	M05	T06	W07	т08	F09	S10	S11	M12	T13	W14	T15	F16	S17
_	3	17000.00	84.43	74.38	20	20.1	126.14	123.29	11	*	*	٠	*	*	PDX	PDX	PDX	*	*	٠	*	PDX	PDX	٠	*	*
_	5	17200.00	85.38	82.3	19	4.4	122.24	119.24	12	·	·	·	PDX	PDX	•	•	•	PDX	PDX	•	·	*	٠	•	PDX	PDX
	7	17200.00	85.19	74.22	18	21.54	279.27	109.08	4	•	٠	•	•	•	٠	•	•	•	SJC	OGG	IAH	PDX	٠	٠	*	SJC
	8	17600.00	87.55	87.07	17	0.0	307.41	102.52	4	*	*	•	JFK	SAN	HNL	PDX	•	*	*	JFK	SFO	HNL	PDX	•	*	*
	17	17400.00	86.32	84.57	17	1.28	299.02	99.27	4			•		•	•	•	JFK	SFO	HNL	PDX	•	*	•	JFK	SFO	HNL
_	18	17400.00	86.09	85.1	17	1.1	178.43	115.07	11	•	•	PDX	PDX	•			•	•	PDX	JFK	PDX	*	•	•	*	PDX
	19	17200.00	85.51	79.26	17	2.24	293.39	101.43	4	*		•	*	MCI	LAS	EWR	PDX	*	*	•	JFK	-	PDX	٠	*	*
	20	17000.00	85.0	83.54	17	1.0	285.34	100.29	4				DFW	SAT	PDX	•	•			DFW	SAT	PDX	•		*	*
_	21	17000.00	84.28	82.54	17	0.0	281.24	116.19	4	•	SAN	SAT	PDX	-	•			DAL	ONT	ANC	PDX	•		•	DAL	ONT
_	22	17000.00	84.1	72.28	17	12.0	275.32	98.34	5	*		•	*	BOS	PDX	DAL	SJD	PDX	*			SFO	BOI	PDX	*	*
	23	16800.00	83.18	74.51	17	16.24	255.35	104.14	6					•	•	SFO	BOI	PDX					SFO	BOI	PDX	*
	24	16600.00	82.58	77.4	17	2.36	288.49	102.3	4						SJC	LIH	SAN	PDX				SJC	OGG	PDX	•	*
	25	16600.00	82.1	82.04	17	0.0	272.01	93.34	4	*		HNL	PDX	*				•	HNL	SAN	BOS	PDX		•	*	HNL
	26	16400.00	81.56	77.38	17	3.29	285.26	106.53	5					LAS	IND	PDX	•				*	*	DAL	SJD	PDX	*
_	27	16400.00	81.16	80.15	 17	2 01	250.55	106.37	7	ORD	PDY	мсо	PDY				FAL	PDY						FAL	PDX	мсо
	28	16000.00	79.55	79.55	17	0.0	264.0	92.1	, 7	*	*	*	*		MCO	PDY	066	PDX	*			мсо	PDY	000	PDY	*
_	20	16000.00	79.00	79.00	17	0.0	204.0	92.1	7	*	*		*	*	*	*	*	MCC	DDY	000	DDY	*	*	*	MCC	DDY
	29	10000.00	79.40	/0.09	17	0.54	200.14	92.3	,					100	DDV						POX	DDV	000	DDV	wico.	-
			В	iddina (i	89)			1	Work 1	(4)				2	Work	2 (4)				Ш	T Elim	ninated	(4)		•	ð
					,					,				ك		1.1				(11)	J					

#### 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.

٢																											
	10:46	AM	Mon Jun 7																						4	P L 63	% <b>E</b> D
	↑↓	(	Calendar	Bid Par	cket	Browser				202 PDX 7	1 Jul 37 CA					Trip	C	arry I	n	Da	ys Of	f	Vac	ation		DH	1
	Mov	re Li	nes	Lay	outs																						1/89
1		Line	Pay	TC	тв	DOff	οн	TAFB	FDP	Trips	Jul T01	F02	503	504	M05	т06	W07	тов	F09	S10	S11	M12	T13	W14	T15	F16	S17
		3	17000.00	84.43	74.38	20	20.1	126.14	123.29	11						PDX	POX	PDX	•				PDX	PDX			
		)	17200.00	85.38	82.3	19	4.4	122.24	119.24	12				PDX	POX	•	·	•	POX	PDX	·		•	•	•	PDX	PDX
ŀ	-	7	17200.00	85.19	74.22	18 2	21.54	279.27	109.08	4										SJC	OGG	ын	POX				SJC :
		8	17600.00	87.55	87.07	17	0.0	307.41	102.52	4		·		JFK	SAN	HNL	PDX	•			JFK	SFO	HNL	PDX	•		•

**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).

10:46	AM :	Mon Jun 7																						4	₽ L 63	% <b>E</b> D
ſ↓	0	Calendar	Bid Pa	cket	Browser				2021 PDX 7	1 Jul 37 CA					Trip		arry I	n	Da	ys Of	f	Vac	ation		DH	1
Mo	ve Li	nes	Lay	outs																						1/89
	Line		TC	тв	DOff	DH	TAFB	FDP	Trips	Jul T01	F02	503	S04	M05	т06	W07	тов	F09	S10	S11	M12	T13	W14	T15	F16	S17
	3	17000.00	84.43	74.38	20	20.1	126.14	123.29	11	•			•		PDX	POX	PDX	-		•	•	PDX	PDX	•	•	•
	5	17200.00	85.38	82.3	19	4.4	122.24	119.24	12	•		•	PDX	POX	•			POX	PDX	•	•	•		•	PDX	PDX
	7	17200.00	85.19	74.22	18	21.54	279.27	109.08	4			-	-	-	-				SJC	OGG	ын	PDX	•			SJC
	8	17600.00	87.55	87.07	17	0.0	307.41	102.52	4				JFK.	SAN	HNL	POX				JFK	SFO	HNL	PDK			• (

#### 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 in next to the line you want to move. While keeping your finger pressed on index 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 C switch to hide/show it.

To save your layout, tap Apply.

10:56 AM Mon Jun 7																		4	r 🕻 64	۰% 🔳
Calendar Bid Packet	Browser		202 <sup>-</sup> PDX 7	1 Jul 37 CA					Trip	C	arry I	n	📕 Da	iys Of	f	Vac	cation		DH	
Move Lines Layouts																				1/89
Show All Hide All	Apply	FDP	Trips	Jul T01	F02	S03	S04	M05	т06	W07	T08	F09	S10	S11	M12	T13	W14	T15	F16	S17
Left Columns		123.29	11	•	•	•	•	•	PDX	PDX	PDX	•	*	•	*	PDX	PDX	*	*	•
Total Credit		119.24	12	·	·	·	PDX	PDX	•	•	·	PDX	PDX	•	•	*	٠	٠	PDX	PDX
		109.08	4	٠	٠	٠	٠	٠	٠	٠	٠	٠	SJC	OGG	IAH	PDX	•	*	*	SJC
Total Block		102.52	4	·	٠	•	JFK	SAN	HNL	PDX	٠	•	•	JFK	SFO	HNL	PDX	*	*	•
Days Off		99.27	4	·	•	•	•	•	·	•	JFK	SFO	HNL	PDX	*	*	٠	JFK	SFO	HNL
		115.07	11	·	•	PDX	PDX	•	•	•	•	·	PDX	JFK	PDX	•	٠	٠	*	PDX
Dead Head		101.43	4	٠	*	*	*	мсі	LAS	EWR	PDX	*	*	*	JFK	-	PDX	*	*	*
Time Away From Base		100.29	4	·	•	•	DFW	SAT	PDX	*	•	•	•	DFW	SAT	PDX	•	*	*	*
FDD		116.19	4	·	SAN	SAT	PDX	-	•	•	·	DAL	ONT	ANC	PDX	•	٠	٠	DAL	ONT
FUP		98.34	5	٠	*	•	*	BOS	PDX	DAL	SJD	PDX	*	•	*	SFO	BOI	PDX	*	*
Report At		104.14	6	٠	٠	٠	٠	•	•	SFO	BOI	PDX	٠	٠	•	*	SFO	BOI	PDX	*

# **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  $\uparrow \downarrow$  (located in the upper-left corner). Sort criteria is organized into three different categories: General, Trips, and Work Hours.

- Sort Criteria	Apply	↑↓ (		dar	Bid P	Packet	Bro	wser			P	2021 J DX 737	ul CA			¢ € 63	n 🗖 Trip
Categories GENERAL		-	unet	3₩													
	- 11	Jun	м	т		w	т	F	s		Jul s	м	т	v	v	т	F
Total Credit (TC)				1		2	3	4	5							1	2
iotal credit (10)	- 11	6	7	8		9	10	11	12		4	5	6	20		8	9
Pay (Pay)		20	14	10		16 23	24	18	19		11	12	13	2		22	23
Total Expenses (TE)		27	28	21	,	30					25	26	27	2	÷	29	30
Total Block (TB)																	
Days Off (DOff)							1704	1763A	UUT POK				PDK	PDK			
Dead Head (DH)		101	+02	503	504	M05	105	W/07	108	109   51	0 511	M12	113	W14	T15	F16	517
Carry Out (COut)		729 FDP	F30	531 123	29	<i>c</i> ,		B4:4		17177	4130/22	38/2021		17	030-0	0045/18	05/0824
Time Away From Base (TAFB)		Pay EXP OFF	8	\$168	00 86 20	BLK DH TRIPS		74:3 20: 1	8 1 1		11.04/122	20-202		12	030-1	0010/10	02/0624
FDP (FDP)		cio			20	TAFB		126:1	4								
Reserved (RSV)		17000.	00	126.14		11	19	11	ay	0	ey	0	Ŋ	0	ay	0	oay
Desired Dates Off (DDOff)		RptA		DEnd4		LO)	A										
Layover At (LO/A)																	
					_	R. A.C.											0.000
					E	Biddin	g (89)				[] W	ork 1 (4)					2] Wo

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.

11:05 AM Mon Jun 7																	ę	L <b>1</b> 63	ו
+ (	Sort Criteria	Apply	î↓	Caler	ıdar	Bid	Packet	Bri	owser				PD	2021 Ja XX 737	ul CA				Trip
		_	$\leftarrow$	Line#	3 🔻														
ALL SORT CRITERIA APP	Hi-2 Lo Lo -2 Hi		Jun S	м	1	r	w	т	F	s		J	ul s	м	т	v	v	т	F
• • • •					1		2	з	-4	5								1	2
			6	7	8	3	9	10	11	12			4	5	6			8	9
			13	14	1	5	16	17	18	19			11	12	13		4	15	16
			20	21	2	2	23	24	25	26			18	19	20	2	1	22	23
			27	28	2	9	30						25	26	27	2	8	29	30
								17134	17034	12027					17033	17030			
			T01	F02	503	504	M05	T06	W07	T08	F09	\$10	s11	M12	PDX T13	W14	T15	F16	\$17
			1707 FOR T29	+ F30	531														
			FDP Pay EXP OFF C/O	1	123 17,000 \$168	:29 .00 .86 .20 0.0	Cz. BLK DH TRIPS TAFB		84: 74: 21 126:	43 38 11 11 14	17	177=11	30/223	38/0628	•	17	030=0	615/18	05/0824

# **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.

11:08 AN	/ Mon	Jun 7												<b>∻ €</b> 6	2%
$\uparrow \downarrow ($	Caler	dar I	Bid Pa	acket	Bro	wser	2021 Jul PDX 737 CA	Trip	Carry In	📕 Days (	Off	Vaca	tion	📕 DH	-
$\leftarrow$ I	_ine#	3 🔻											Mov	e Line 🔻	$\rightarrow$
Jun s	м	т		w	т	F	Choose			м	т	w	т	F	1/89 S
		1		2	3	4	Cancel			2	3	4	5	6	7
6	7	8		9	10	11				9	10	11	12	13	14
13	14	15		16	17	18				16	17	18	19	20	21
20	21	22		23	24	25				23	24	25	26	27	28
27	28	29		30						ettings	Co	olor Sett	ings	R	eset
		•	•	•	17134 PDX	17030 17 PDX P	$\bigcirc$			Tuin A sti					
T01	F02	S03 S	04	M05	T06	W07 T				rip Acti	vity				
PDX	*	*								Carry In					
FDP Pay	\$	123:2 17,000.0		Cr. BLK		84:43 74:38				Days Of	f				
OFF C/O		21 0:		TRIPS TAFB		11 126:14				/acatior	ı				
Pay 17000.	00	TAFB 126.14		Trips 11	6	1-Da <u>y</u> 11				Dead He	ead				
RptA #		DEndA #		LO/A #											

#### 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.

6:20 PM	Mon	Jun 7																						¢.4	1%
↑↓ (	Cale	ıdar	Bid	Packet	Bro	wser				2 PD	021 Ju X 737	il CA				Trip		Carry I	n	Days	Off	Vac	ation	DH	-
← 1	.inet	3 🛛																					Mov	e Line 🔻	$\rightarrow$
Jun s	м		т	w	т	F	s		J	ul s	м	т	w	v	т	F	s		Aug	м	т	w	т	F	1/8 s
			1	2	3	4	5								1	2	3		1	2	3	4	5	6	7
6	7		8	9	10	11	12			4	5	6	1		8	9	10		8	9	10	11	12	13	14
13	14		15	16	17	18	19			11	12	13	1	4	15	16	17		15	16	17	18	19	20	21
20	21		22	23	24	25	26			18	19	20	21		22	23	24		23	23	24	25	26	27	28
27	28		29	30						25	26	27	28	00	29	30	31		<	Settings	v	Working	List		
•	•				0104 PDX	17630 PEX	0177 PEX			•		178.00	173.04 (723)	•			•		10					Pidde	
T01	F02	503	504	M05	T06	W07	TOB	F09	\$10	511	M12	T13	W14	T15	F16	\$17	518	M19	12 B	idding a	s			Biddin	12
FOX T29	F30	531																	v	/ork One	as			Work	Þ
FDP Pay EXP	1	12 17,00 \$16	3:29 0.00 8.86	Cr. BLK DH		84) 74:1 20	43 38 11	171	34=07	35/173	5/0631		17	177=1	130/22	38/0628		170	9 V	/ork Two	as			Work 3	2 >
OFF C/0			20 0:0	TRIPS TAFB		126:	11												E	liminated	d as			liminated	
Pay 17000.	00	TAFE 126.	8 14	Trip 11	15	1-0 11	bay	2	2-Day		3-Day 0	y	4-D(	ay.	5	-Day		5-Day							
RptA		DEn	Ab	LO	A.																				
			-	840	va /801				E		4100					2	2 (4)				क्ती व	Eminated	141		
			-	0.000	9 (99)											-	(*)				0.0		141		-10

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  $\pounds$  (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.

ſ																		
6:2	3 PM	Mon Jun 7																¢ ⊾ 44%∎⊃
$\uparrow$	1 (	Calendar	Bie	d Packet	Bro	wser		PC	2021 Ju X 737 (	CA			Trip	<b>C</b>	Carry	In 📕 Days	Off Vacation	DH 🚢
÷	- 1	.ine# 3	Ŧ													< Back	Select BidSheet	Refresh
J	ın							Jul										19
	s	м	т	W	т	F	s	s	м	T	w	т	F	S				
			1	2	3	4	5					1	2	3		2021 JUL		
	6	7	8	9	10	11	12	4	5	6	7	8	9	10				
-	13	14	15	16	17	18	19	11	12	13	14	15	16	17				$\sim$
-	20	21	22	23	24	25	26	18	19	20	21	22	23	24				

#### How to Create a New Profile

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

First, tap 1 (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.

6:25 Pf	4 Mon Jun 7															<b>∳</b> L <b>//1</b>
$\uparrow\downarrow$	Calendar	Bie	d Packet	Bro	wser			PD PD	021 Jul X 737 C	Ą			Trip	Ca	arry	n 🖩 Days Off 📕 Vacation 📕 D 🔔
$\leftarrow$	Line# 5 1	Ŧ														Edit Profile Management +
Jun s	м	т	w	т	F	s	Ju	s	м	т	w	т	F	s		39
		1	2	3	4	5						1	2	3		Bid Pro Plus! Profile 🗸
6	7	8	9	10	11	12		4	5	6	7	8	9	10		Puk   rar   GA
13	14	15	16	17	18	19		11	12	13	14	15	16	17		

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.

6:23	PM	Mon Jun 7															중 ⊾ 44% ∎
$\uparrow \downarrow$		Calendar	Bi	id Packet	Bro	owser		F	2021 Ju DX 737	I CA			Trip	Car	rry In 📕 Days	s Off 📃 Vacation	DH
$\leftarrow$	L	ine# 3 🔻	,												K Back	Select BidSheet	Refresh
Jur	n							Jul									39
S	5	М	Т	W	Т	F	S	S	М	Т	W	Т	F	S			
			1	2	3	4	5					1	2	3	2021 JUL		1
6	6	7	8	9	10	11	12	4	5	6	7	8	9	10			
1:	3	14	15	16	17	18	19	11	12	13	14	15	16	17			
2	0	21	22	23	24	25	26	18	19	20	21	22	23	24			

# **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.

6:30 PM	Mon	Jun 7													<b>२ ⊾</b> 4	3% 🔳 )
$\uparrow\downarrow$ (	Cale	ndar	Bid F	Packet	Bro	owser	2021 Jul PDX 737 CA	Trip	Carry In		Days O	ff	Vaca	ation	DH	
$\leftarrow$ L	_ine#	1 🔻												Mov	e Line 🔻	$\rightarrow$
Jun s	М	т		w	т	F	Submit B	ids	Do	ne	М	т	W	т	F	1/1 s
		1		2	3	4					2	3	4	5	6	7
6	7	8		9	10	11	Tap Copy button to cop	y all line num	nbers		9	10	11	12	13	14
13	14	15	5	16	17	18					16	17	18	19	20	21
20	21	2	2	23	24	25					23	24	25	26	27	28
27	28	2	9	30			Biddir	g								
							Work	1					Menu			
+ T01 + T29 FDP Pay	* F02 * F30	PDX S03 * S31 109 517,600	PDX S04 :38 .00	* M05 Cr. BLK	* T06	• W07 T 87:38 87:38	1 2 4 17 5 7 19 21 22 23 24 25 26	6 28 29			<b>Jaska</b> Username	V C A A A S C	fersion 1.0. Copyright 1 Exceptional Ill rights re	0 (155.1) 993 - 20 Design I served.	- Staging 21 Enterprises	
OFF C/O		\$174 TAED	20 0:0	TRIPS TAFB		0.0 11 112:23					ලි s	ettin	igs			>
17600.0	00	112.2	3	11 11	s	1-Day 11					🗘 S	ubm	it Bids			
RptA #		DEnd/ #	4	LO// #	٩						D F	AQ 8	& Tutoria	als		>
							Copy and C	lose			💬 Т	ext S	Support			
											×L	og o	ut			
			=	Biddin	ng (77)		1 Work 1 (16)	2 Work	2 (4)		ť	EI	iminated (	4)		ф

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