BidPro Plus! Bidder for IPA iPad App Tutorial

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Getting Started

Logging In

After opening the app for the first time, you will see a login page. Enter the same GEMS ID and password that you use on the web version of the Bidder and Trip Board, and then tap the blue "Log In" button.



After successfully logging in to your account, you will be on the Calendar view of the app.

The User Interface & Navigation

The down arrow in the upper left corner of the app allows you to sort the list you're currently viewing. See page 10 for more information on sorting.

The three tabs located near the sort button are links that redirect you to the three different views: the Calendar view, Bid Packet view and Browser view. Each view displays the same

information, but in a different layout. The tab with the blue background indicates the view you're currently on.

iPad ᅙ				6:34 PM			€ @ ∦	94% 💼
Į.	Calendar	Bid Packet Bro	owser	Trip/Activity	Carry In	Days Off	Vacation	1
0	Line# 1 ▼	TC: 63.0 / 0.0	TB: 37.9 / 0.0	DO: 17 / 0 DD: 1	0 / 0	CA 1 FO 1 RO	0 Move Line ▼	\mathbf{O}
Nov			Dec					1/85

Trips/activity, carry-in, days off and vacation are highlighted in different colors throughout the app. Near the upper right corner is a key that specifies the corresponding colors. See page 15 for instructions on customizing these colors.

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	ŀ	Calendar	Bid Packet Brow	vser	Trip/A	ctivity	Carry In	Days Off	Vacation	1
		Line# 1 🔻		TB: 37.9 / 0.0	DO: 17 / 0	DD:10	0 / 0	CA 1 FO 1 RO	0 Move Line	0

The profile icon in the upper right corner allows you to manage your profiles and view bid data for other positions, bases and equipment. See page 18 for additional instructions.

On all three views, there are two red numbers located near the top right corner. The first number represents the position of the line you're currently viewing within the current list. The second number represents the total number of lines within the current list. For example, in the screenshot below, line #904 is currently being viewed, but it is the 5th line out of 207 lines in the current list.

iPad ᅙ									7:40 PN	1							6	∦ 29% 📭
j,	Caler	dar	Bid	Packet	Browser				📕 Tri	ip/Act	ivity	Carry In		ays C	Off	Vac	ation	1
3	Line#	904 🔻	,	TC: 8	3.4 / 83.0	TB: 0.0	/ 0.0		DO: 1	4 / 14	DI	D: 14 / 14	CA 1	FO 1	ro 0	Mov	e Line 🕻	
Sep						Oct							Nov					5 / 207
	M T	W	Т	F			M	Т	W	Т	F			М	Т	W	TF	S

Along the bottom of the app, four buttons represent your various lists. The blue color signifies the list you're currently viewing, and a faded gray button indicates an empty list. Next to each list name, the number in parentheses represents the number of lines in that list. Tap a button to view the corresponding list.

Tap the gear icon in the bottom right corner to view information about the app, change your settings, view FAQ, reset or submit your bids, contact tech support, or log out.

IRO Line No						
Snapshot: Incorrect profile / No bids on file.	Bidding (85)	U Work One (13)		(\$)

The Calendar View

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

Along the top of your screen, placed below the tabs and color swatches, is a header row that provides important information and functionality.

On each side of the screen are arrows – these arrows allow you to navigate to other lines. Tap the right arrow to move to the next line in the list, or tap the left to move to the previous line.



The text next to the left arrow (e.g. "Line #1") indicates which line you're currently viewing. To navigate to a specific line, simply tap this number and a dropdown menu will appear. Scroll through the lines in the list until you find the one you want to view, or use the text box to manually type in a line number. After you select a line, tap the blue arrow, and the Calendar view will be refreshed to show data for the line you selected.

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	Calendar	Bid Packet	Browser				T	rip/Ac	ctivity	Carry In		Days	Off	Va	acatio	n	1
0	Line# 1 ▼	TC: 63.0 / ().0 TB:	37.9 / 0	0.0	DC): 17 /	0	DD:1	10 / 0	CA 1	FO 1	RO	D Mo	ove Lir	ne 🔻	Ð
		\frown		Dec							Jan						1/85
	Enter line n	umber 🕒		S	М	Т	W	Т	F	S	S	М	Т	W	Т	F	S
									1	2		1	2	3	4	5	6
	Line	# 1		3	4	5	6	7	8	9	7	8	9	10	11	12	13
	Line	≠ ∠ # 3		10	11	12	13	14	15	16	14	15	16	17	18	19	20
	Line	# 5		17	18	19	20	21	22	23	21	22	23	24	25	26	27
		<i>4</i> 7		24			27							31			

The rest of this header row displays important information about the line you're viewing, such as total credit and duty days.

The body of the Calendar view provides a quick visual overview of the trips in that line. Tap any trip to view more information about it. Use the blue arrow buttons to navigate to other trips in this line.

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ļ	C	Calendar	В	d Packet	Brows	er			Ti	rip/Ac	ctivity	Carry	In 🔳 🛙	Days	Off	V	acatio	on	1
0	Lin	e# 5 🔻		TC: 60 .	6 / 0.0	TB: 33.7	/ 0.0	D	D: 18 /	0	DD: 10	0/0	CA 1	FO	1 RO	0 M	ove Li	ne 🔻	Ø
Nov						De	C						Jan						4 / 85
S	М	т	W	T F	S	S	М	Т	W	Т	F	S	S	М	Т	W	Т	F	S
			1	2 3	4						1	2		1	2	3	4	5	6
5	6	7	8	9 10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15 1	6 17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21 :	22 2	.3 24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
Clo	se	Trip	214	ONIT (TT)	Repo	ort at	(03)	11:01	L	1.45		<<	< >>	29	30	31			
TU21	DG	2905	11M 767	UNT (T	106)14:16	LAX (04)	17.04	[01.3	301 0	2.45			C						
1021		2900	, , ,		000711.10	5111(11)	11.01	[01.	0	2:48	06:18	04:12D	015:53	* 26	* M27	* T28	* м29 т	* * 30 F01	\$02
WE22		852	757	DFW (W	E04)10:12	PHX(05)	12:37		0	2:25			С	20	11127	120	1120 1	00 101	002
									0	2:25	03:40	04:00M	014:25						
TH23		2857	767	PHX (W	E21)04:17	SDF (02)	07:22			3:05			C						

The bottom of the Calendar view displays other information about that line such as pay, the number of trips in that line, etc.

Moving a Line in the Calendar View

To move the line you're viewing, tap "Move Line," located near the top right corner of your screen. The dropdown menu will give you several different options – you can move this line to a different position in the current list, or move it to an entirely different list.

iPad ᅙ	•												6:3	88 PM							6 🖲 🖇 93% 페)
		Cale	endar		Bid Pa	icket		Brows	er)				Tri	p/Act	ivity	C	arry In		Days Off	Vacation
3) L	ine#	‡5▼	7	тс	: 60.6	6 / O.	0	TB:	33.7	0.0		D0:'	18 / 0)	DD:1	0/0		CA 1	FO 1 RC	• Move Line v
Nov S	✓ ∧	Λ	т	W	т	F	S			Dec s	М	Т	-	W	т	F	S		Jan s	м	Pos. 4 of 85
				1	2	3	4									1	2			1	Work One
5	6	6	7	8	9	10	11			3	4	5	ō	6	7	8	9		7	8	WORK One
12	13	3	14	15	16	17	18			10	11	13	2	13	14	15	16		14	15	Work Two
19	2	0	21	22	23	24	25			17	18	19	9	20	21	22	23		21	22	
26	2	7	28	29	30					24	25	2	6	27	28	29	30		28	29	Eliminated
										31											Move Up
233		DEW		DEW												214					
S05	M06	T07	W08	T09	F10	S11	S12	M13	T14	W15	T16	F17	S18	S19	M20	T21	W22	T23 F24	S25	S26 N	Move Down
3602	M04	T05	W06	т07	F0.8	509	\$10	M11	T12	W13	T14	F15	516			2434					Start of list
505	11104	.00	,,00	.07	, 50	000	010		112			. 10	510								End of list

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.

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ţ,		Calen	dar		Bid P	Packet		Bro	owser						Trip	o/Act	ivity		Ca	rry In		Da	ays C	Dff	\	/acat	tion		1
Мс	ove Li	nes																										4	1/85
Lin	e# 5	5		TC: 6	60.6	/ 0.0		Т	B: 33	.7 / (0.0		D0:'	18 / 0)	DD	:10 /	0							C	A 1	FO	1	ro o
=	233 RPT S05 3602 S03	ABQ D M06 T M04 T	FW A 07 M	BQ [V08 V06	DFW T09 T07	ABQ F10	S11	* S12 S10	* M13 M11	* T14 T12	* W15 W13	* T16 T14	* F17 F15	* S18 S16	* S19	* M20	214 DFW T21 2434	PHX W22	SDF T23	PDX F24	* S25	* S26	* M27	* T28	* W29	* T30	* F01	* S02	
Lin	e# 7	7		TC: 6	67.4	/ 0.0		Т	B: 25	.1/0	0.0		DO:	16/0)	DD	:12 /	0							C	A 1	FO	1	ro 0
=	232 RPT S05 3413 S03	MHR E M06 T	WI S 07 W	SLC : V08 1	SDF T09 T07	OAK F10 F08	* S11 S09	* S12 S10	* M13 M11	* T14 T12	* W15 W13	* T16 T14	* F17 F15	* S18 S16	S19	248 MHR M20 3309	YVR T21	L/O W22	GEG T23	YVR F24	* S25	* S26	* M27	* T28	* W29	* T30	* F01	* S02	
Lin	e# 9)		TC: 7	1.3	/ 0.0		T	B: 32	.8 /	0.0		DO:	15/0)	DD	:12 /	0							C	A 1	FO	1 1	ro o
=	S05	230 PHX C M06 T 3301 M04 T	0AK L 07 M	_/O V08 (V06 -	PHX T09 T07	OAK F10	S11	* S12 S10	* M13 M11	* T14 T12	* W15 W13	237 SDF T16 3816 T14	CID F17 F15	L/O S18 S16	L/O S19	RFD M20	SDF T21	ONT W22	* T23	* F24	* S25	* S26	* M27	* T28	* W29	* T30	* F01	* S02	
Lin	ie# 1	1		TC: 6	5.0	/ 0.0		T	B: 29	.5 / (0.0		DO:	15/0)	DD	:11 /	0							C	A 1	FO	1	ro 0
_	S05	225 BFI S M06 T 3236	DF 1	BFI : VO8 (SDF T09	BFI F10	* S11	* S12	* M13	* T14	* W15	* T16	* F17	* S18	S19	211 BFI M20 2321	RFD T21	DFW W22	ONT T23	153 FAT (F24 3 0905	ONT S25	* S26	* M27	* T28	* W29	* T30	* F01	* S02	
Snapsh	not: Inco	orrect pro	ofile / I	No bio	ls on t	file.			Biddin) g (85)		Wor	1 k One (13)														3	¢.

Just like in the Calendar view, tap any trip to view more details about it. Use the arrows to navigate to other trips in that line.

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Calendar Bid Packet	Browser	Trip/Activity Carry In	📕 Days Off 🛛 📕 V	acation
Move Lines				3 / 85
Line# 5 TC: 60.6 / 0.0	TB:33.7 / 0.0 DO:18 /	0 DD:10/0	C	A 1 FO 1 RO 0
233 RPT ABQ DFW ABQ DFW ABQ S05 M06 T07 W08 T09 F10 S11 3602 Close Trip 233 SU05 CML 7085 CML ONT(SU13	S12 M13 T14 W15 T16 F17 S1 Report at (12) 20:15)21:15 LAS(14)22:15	* DFW PHX SDF PDX * DFW PHX SDF PDX * M20 T21 W22 T23 F24 S25 2434	S26 M27 T28 W29	* * * T30 F01 S02
MO06 CML 7085 CML LAS(SU17)01:15 ABQ(19)02:40 [03:0] 01:25	C	A 1 FO 1 RO 0
		01:44	:05	

Moving Lines in the Bid Packet View

To quickly move a line within the list you're currently viewing, use the bars icon next to a line to drag and drop the line to your desired location.

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- J	Calend	ar	Bid F	Packet	:	Br	owser						Trip	o/Act	tivity		Ca	rry In	J	Da	ays (Dff	۱	/aca	tion		1
Move	Lines																									4	1/85
Line#	5	TC	60.6	6 / 0.0)	Т	B: 33	.7 / (0.0		DO:	18 / 0)	DD	:10 /	0							С	A 1	FO	1 F	RO 0
	33 PT ABQ DF 05 M06 T0	W ABQ 7 W08	DFW	ABQ F10	* S11	* \$12	* M13	* T14	* W15	* T16	* F17	* S18	* S19	* M20	214 DFW T21	PHX W22	SDF	PDX F24	*	* S26	* M27	* T28	* W29	* T30	* F01	* S02	
36	02					0.12									2434			. = 4 6	20	020		120				002	

To move multiple lines at once – to a different position in the current list or to an entirely different list – tap "Move Lines." An empty checkbox will appear next to each line. Tap the checkbox next to each line that you want to move, and then tap "Move To." Select whether where you want to move the line(s) to.

[iPad ᅙ											7:1	5 PM												6	∦ 87%∎	
	Ca	lendar	Bid I	Packet	t	Br	owser						Trip	o/Act	tivity		Ca	rry Ir	n I	Da	ays C	Off		/acat	tion	1	•
	Move To																									3 / 8	35
			9	6 / 0.0	0	Т	B: 33	.7/0	0.0		DO:1	18/0)	DD	:10 /	0							C	A 1	FO 1	RO	0
	Work	(One		ABQ	*	*		*	*	*	*	*	*	*	214 DFW	PHX	SDF	PDX	*	*	*	*	*	*	*	*	
	Work	(Two		F10	S11	S12	M13	T14	W15	T16	F17	S18	S19	M20	T21 2434	W22	Т23	F24	S25	S26	M27	T28	W29	Т30	F01 S	02	
	Elimi	nated		F08	S09	S10	M11	T12	W13	T14	F15	S16															
	- Move to S	Start of lis	t	/ 0.0)	Т	B: 25	.1/0	0.0		DO:1	16 / 0)	DD	:12 /	0							C	A 1	FO 1	RO	0
	Move to	End of list		OAK	•	*	*	*		*	*	*		248 MHR	YVR	L/O	GEG	YVR	*	*	*	*	*	*	*	*	
	Car	ncel		F10	S11	S12	M13	T14	W15	T16	F17	S18	S19	M20 3309	T21	W22	Т23	F24	S25	S26	M27	T28	W29	Т30	F01 S	02	
	S03 M04	1 T05 W06	Т07	F08	S09	S10	M11	T12	W13	T14	F15	S16															
	Line# 9	TC:	71.3	/ 0.0)	Т	B: 32	.8 / 0	0.0		DO:1	15/0)	DD	:12 /	0							C	A 1	FO 1	RO	0
	230 PHX	OAK L/O	PHX	OAK	*	*	*	*	*	237 SDF	CID	L/O	L/0	RFD	SDF	ONT	*	*	*	*	*	*	*	*	*	*	
(S05 M06 3301	5 T07 W08	T09	F10	S11	S12	M13	T14	W15	T16 3816	F17	S18	S19	M20	T21	W22	T23	F24	S25	S26	M27	Т28	W29	Т30	F01 S	02	
	S03 M04	T05 W06	Т07	F08	S09	S10	M11	T12	W13	T14	F15	S16															

The Browser View

The Browser view offers a comprehensive view of several lines at once.

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ŀ		Calenda	r	Bid Pac	ket	Brow	ser				Tr	ip/Act	tivity		Carry	In	📕 Da	ays O	ff	Vac	ation		1
Μον	e Line	es	La	youts																		1	/ 85
	Line	Hold	Pay	Trips	DTO	FOLA	ONT LO	COC	Nov S05	M06	T07	W08	т09	F10	S11	S12	M13	T14	W15	T16	F17	S18	S19
	1	Δ	75.0	10	33%	1	0%	0.0	*	*	ONT	ONT	ONT	ONT	*	*	*	ONT	ONT	ONT	*	*	*
=	2		75.0	2	0%	1	0%	0.0	*	MHR	L/O	MHR	CAE		*	RPT	MHR	BWI	MHR	BWI	DEN	MHR	*
=	3		75.0	2	0%	1	0%	0.0		SJC	SDF	SJC	SDF	BFI		*	*	*	*	*	*	*	*
=	5		75.0	2	0%	1	0%	0.0	RPT	ABQ	DFW	ABQ	DFW	ABQ		*	*	*	*	*	*	*	*
=	7		75.0	2	0%	1	0%	0.0	RPT	MHR	BWI	SLC	SDF	ΟΑΚ	*	*	*	*	*	*	*	*	
=	9		75.0	2	0%	1	0%	0.0		PHX	OAK	L/O	РНХ	OAK	*	*	*	*	*	SDF	CID	L/O	L/O
=	11		75.0	3	0%	1	0%	0.0		BFI	SDF	BFI	SDF	BFI	*	*	*	*	*	*	*	*	
=	13		75.0	2	0%	1	0%	0.0		OAK	JAN	LAX	JAN	SLC	*	*		SDF	BFI	SDF	YYC	L/O	*
=	14		75.0	2	33%	1	0%	0.0	DFW	L/O	ABQ	DFW	ABQ	*	*	*	YVR	L/O	RFD	YVR	*	*	*
=	15		75.0	3	0%	1	0%	0.0	*		SDF	BFI	SDF	YYC	L/O	*	*	*	*	*	*	*	RPT
=	16		75.0	2	0%	1	0%	0.0	*	SLC	L/O	SDF	L/O	OAK	*	*	*	*	*		RNO	L/O	L/O
=	18		75.0	3	0%	1	0%	0.0	*	GEG	L/O	GEG	GEG	GEG	BFI	ONT	BFI	*	*	*	*	*	*
=	19		75.0	3	67%	1	0%	0.0	*		SDF	SDF		*	*	*	GEG	L/O	GEG	GEG	GEG	BFI	
=	20		75.0	3	0%	1	0%	0.0	PDX	L/O	LAN	SDF	LAS	SDF	ONT	*	*	*	*	*	*	*	*
=	21		75.0	3	33%	1	0%	0.0	*	RPT	SDF	DFW		*	*	PDX	L/O	SDF	SDF	BFI	SDF	*	*
=	22		75.0	3	0%	1	0%	0.0	*	RPT		SDF	SDF		*	*	*	*	*	*	*	*	
	07	A	75.0	0	1000/	1	Ê	0.0	•		DEW		÷	÷	-		DNIO	DDT	ONIT			*	
Snapsho	t: Incorr	ect profil	e / No b	ids on file		В	idding (85	5)	Work (Dne (13)												- K	⊁

Scroll down to view more lines, or scroll horizontally to view more details about each line.

iPad 🗟	•									8:0	01 PM							6	9 🕴 81%	
ŀ		Calenda	r	Bid Pac	ket	Brow	ser				Trip/	Activit	у	Carry In	D	ays Of	ff 📕	Vacation	1	L
Mo	ve Lin	es	Lay	outs															1/8	35
	Line	Hold	Pay	Trips	DTO	FOLA	ONT LO	COC	ONT LOL	ONT FOL	ТВ	СН	NoL	DTTAFBR	TDT	ADT	CWH	BTTAFBR	EDW	вт
=	1		75.0	10	33%	1	0%	0.0	100%	100%	37.9	0%	21	1.00 : 1	61.1	6.1	0%	0.62 : 1	100%	N
=	2		75.0	2	0%	1	0%	0.0	0%	0%	40.4	100%	14	0.34 : 1	87.3	7.9	50%	0.15 : 1	55%	N
=	3		75.0	2	0%	1	0%	0.0	50%	50%	37.7	50%	10	0.27 : 1	65.2	6.5	50%	0.15 : 1	50%	N
=	5		75.0	2	0%	1	0%	0.0	0%	0%	33.7	100%	16	0.35 : 1	78.4	7.1	50%	0.15 : 1	55%	N
=	7		75.0	2	0%	1	0%	0.0	0%	0%	25.1	100%	11	0.23 : 1	57.2	5.2	50%	0.09 : 1	45%	N
	9		75.0	2	0%	1	0%	0.0	50%	50%	32.8	50%	11	0.20 : 1	53.8	5.4	50%	0.12 : 1	50%	Ne

Moving Lines

The process of moving lines in the Browser view is very similar to that of the Bid Packet 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 "Move To," and then select a new location for that line – in an entirely different list, or a different position within the current list.

iPad	d ᅙ										8:0	8 PM							6	÷∦ 80%	
1			Calenda	ir	Bid Pac	ket	Brow	ser				Trip/	Activit	у	Carry In	D	ays O	ff	Vacation	-	2
Ν	Nove	То		Layout	ts															1/8	35
		Wo	ork On	e	ps	DTO	FOLA	ONT LO	COC	ONT LOL	ONT FOL	ТВ	СН	NoL	DTTAFBR	TDT	ADT	CWH	BTTAFBR	EDW	BT
					С	33%	1	0%	0.0	100%	100%	37.9	0%	21	1.00 : 1	61.1	6.1	0%	0.62 : 1	100%	N
		Wo	ork Tw	0	2	0%	1	0%	0.0	0%	0%	40.4	100%	14	0.34 : 1	87.3	7.9	50%	0.15 : 1	55%	N
		Elir	ninate	d	2	0%	1	0%	0.0	50%	50%	37.7	50%	10	0.27 : 1	65.2	6.5	50%	0.15 : 1	50%	N
	Μον	ve to	Start	of list	2	0%	1	0%	0.0	0%	0%	33.7	100%	16	0.35 : 1	78.4	7.1	50%	0.15 : 1	55%	N
					2	0%	1	0%	0.0	0%	0%	25.1	100%	11	0.23 : 1	57.2	5.2	50%	0.09 : 1	45%	N
	Mo	ve t	o End	of list	2	0%	1	0%	0.0	50%	50%	32.8	50%	11	0.20 : 1	53.8	5.4	50%	0.12 : 1	50%	N
		С	ancel		3	0%	1	0%	0.0	0%	33%	29.5	100%	10	0.34 : 1	79.9	6.7	33%	0.12 : 1	67%	N
C		13		75.0	2	0%	1	0%	0.0	0%	50%	37.5	100%	13	0.30 : 1	72.8	6.6	50%	0.15 : 1	55%	N
(6	2)	14		75.0	2	33%	1	0%	0.0	50%	0%	25.9	50%	14	0.32 : 1	64.1	7.1	0%	0.12 : 1	56%	N
C	ſ	15		75.0	3	0%	1	0%	0.0	0%	67%	32.4	33%	10	0.28 : 1	64.1	6.4	0%	0.14 : 1	40%	N
C		16		75.0	2	0%	1	0%	0.0	50%	50%	28.9	50%	11	0.23 : 1	56.3	6.2	50%	0.11 : 1	44%	N
Ŀ	2	18		75.0	3	0%	1	0%	0.0	33%	0%	33.8	66%	11	0.34 : 1	81.5	6.8	66%	0.13 : 1	0%	N
6	2	19		75.0	3	67%	1	0%	0.0	33%	0%	42.7	66%	14	0.38 : 1	93.7	7.2	33%	0.17 : 1	8%	N
C		20		75.0	3	0%	1	0%	0.0	33%	0%	36.7	66%	12	0.35 : 1	88.5	6.8	33%	0.14 : 1	8%	N

TIP: A quick way to sort a list while in the Browser view is by tapping the header of any of the gray statistics columns, and your list will be sorted by the data in that column. Note: your current sort settings will be cleared. See page 10 for more details on sorting within any of the views.

iPad ᅙ										5	:30 PN	1									6	● 🕴 59	9% 🔳
ſF		Calenda	r	Bid Pac	ket	Brow	ser				Tr	ip/Act	tivity		Carry	In	D a	iys Of	ff	Vac	ation		1
Μον	e Line	es	Lay	outs																		1	/ 85
	Line	Hold	Pay	Trips	DTO	FOLA	ONT LO	COC	Nov S05	M06	T07	W08	т09	F10	S11	S12	M13	T14	W15	T16	F17	S18	S19
	76		150.0	0	67%	1	0%	0.0	RA	RA	RA	RA	RA	*	*	*	*	*	RA	RA	RA	RA	*

Customizing Your Layout

This functionality allows you to rearrange the statistics columns in the Browser view. Simply tap the "Layouts" button near the top left corner, and then use the three bars next to each column name to drag and drop the column under the left or right column sections. Column names that are placed under the "Left Columns" section will be displayed on the left side of the screen. Column names placed under the "Right Columns" section will be displayed on the right side. Tap "Apply" when you're done, and the app will be refreshed to display your new custom layout.

iPad 🗢				ç	01 AN	1									6	● ∦ 6	8% 🔳 י
Calendar Bid Packet Brow	/ser				Tr	ip/Act	tivity		Carry	/ In	📕 Da	ays O	ff	Vac	ation		1
Move Lines Layouts																1	/ 85
	Angela	200	Nov S05	M06	T07	W08	т09	F10	S11	S12	M13	T14	W15	T16	F17	S18	S19
	Арріу	0.0		*	ONT	ONT	ONT	ONT	*	*	*	ONT	ONT	ONT	*	*	*
Left Columns		0.0	*	MHR	L/O	MHR	CAE		*	RPT	MHR	BWI	MHR	BWI	DEN	MHR	*
FO Line Award		0.0		SJC	SDF	SJC	SDF	BFI		*	•	*	*	*	*	*	*
Dates Off		0.0	RPT	ABQ	DFW	ABQ	DFW	ABQ	*	*	*	*	*	*	*	*	*
		0.0	RPT		BWI	SLC	SDF	OAK		*	*	*	*	*	*	*	
Layover		0.0		PHX	ΟΑΚ	L/O	PHX	OAK	*	*	*	*	*	SDF	CID	L/O	L/O
Carry-Out Credit		0.0		BFI	SDF	BFI	SDF	BFI	*	*	*	*	*	*	*	*	
Taina		0.0			JAN	LAX	JAN	SLC		*		SDF	BFI	SDF	YYC		•
Irips		0.0	DFW	L/O	ABQ	DFW	ABQ	*	*	*	YVR	L/O	RFD	YVR	*	*	*
Right Columns		0.0	*		SDF	BFI	SDF	YYC		*	*	*	*	*	*	*	RPT
Number of Landings		0.0	*	SLC	L/O	SDF		ΟΑΚ		*	*	*	*		RNO	L/O	L/O
Days Off		0.0	*	GEG		GEG	GEG	GEG	BFI	ONT	BFI	*	*	*	*	*	*
		0.0	*		SDF	SDF		*	*	*	GEG		GEG	GEG	GEG	BFI	
Average Duty Time		0.0	PDX	L/O	LAN	SDF	LAS	SDF	ONT	*	*	*	*	*	*	*	*
Duty Time in Bid Period to Total		0.0	*	RPT	SDF	DFW		*	*	PDX	L/O	SDF	SDF	BFI	SDF	*	*
IRO Line		0.0	*	RPT		SDF	SDF		*	*	*	*	*	*	*	*	
		~ ~	- ſ	1	DEW	2		*	i.		DNIO	DOT	ONIT	ODE			м. М.
shappened First Operating Leg	iuuiny (oo)		Work (One (13)													

Sorting Your Lists

Sorting allows you to quickly organize your lines in a way that works best for you. Each list is sorted individually.

While in any of the three views, tap the down arrow, which is located in the upper left corner of your screen.

iPad 🗢				5:30 PM			6	• 🕴 59% 🔳 •
(if	Calendar	Bid Packet	Browser	Trip/Activity	Carry In	Days Off	Vacation	1
Move	Lines L	ayouts						1/85

If you don't have any sort criteria set, a list will automatically open to show all of the different sort options. If needed, scroll through the list to find your desired sort criteria. Tap the one that best suits your needs.

Pad ᅙ		7:18 PM						6	* 71%	
+ Sort Criteria	Apply	Calendar	Bid Packet		Browser				Ti	rip/A
Average Duty Time (ADT)			TC: 63.	0 / 0.0) ТВ:	37.9 /	0.0	D	D: 17 /	0
Average Landings per Duty Period (ALDP)			-	-		Dec		Ŧ		Ŧ
Base Trip Line (BTL)			3	5 4		5	м	I	vv	1
Block Time in Bid Period to Time Away from	Base in Bid I	Period Ratio (BTTAFBR)		11		3	4	5	6	7
Plack Time in Rid Daried to Total Day in Rid F	Dariad Patia	(PTTDD)	24	18 25		10	11	12 19	13 20	14 21
		(BTIPR)				24	25	26	27	28
Block to Pay Ratio (BP)			10 L		445	31	440			
CA Line Award (CALA)			NT *	*	* ONT M13 T14	ONT W15	ONT T16	*	* *	19 M
Carry-Out Credit (COC)										
Commercial to Home (CH)			08 S09	S10	M11 T12	W13	T14	F15 S	516	
Commercial to Work (CW)										
Commercial to Work/Home (CWH)			NoL 21		Avg. Land 2.10	lings E	DW 00%		Carry- 0.0	-Out
Dates Off (DTO)			1st Leg- 100%	ONT	LastLeg-0	DNT L	./O's Oľ	NΤ	Duty 1 61.1	Гime
Days Off (DO)			TAFB		Total Bloc	k E	Block:Pa	ay	Block:	TAFB
Duty Days (DD)			01		37.9	l	.01:1		0.02 :	1
Duty Time in Bid Period to Time Away from E	Base in Bid P	eriod Ratio (DTTAFBR)								
Duty Time in Bid Period to Total Pay in Bid Pe	eriod Ratio (DTTPR)	on file.		Bidding (8	35)	(Wor	1 k 1 (13)		Mayl

After selecting a sort option, it's added to your Sort Criteria list. Use the buttons next to the sort criteria to select either ascending or descending order.

iPad ᅙ			7:25	PM									6	∦ 69%	
+	Sort Criteria	Apply	1 1 1	C	alenda	ir	Bid F	Packet	Bro	owser				TI	rip/A
			3	Lin	e# 1	•	Т	C: 63.0	0 / 0.0	TB: 3	7.9 / 0	0.0	DC): 17 /	0
e Pay	Hi -> Lo	Lo -> Hi	Nov								Dec				
			S	М	Т	W	Т	F	S		S	М	Т	W	Т
						1	2	3	4						
			5	6	7	8	9	10	11			4			

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.

iPad ᅙ			4:59	РМ									6	\$ 63%	
+	Sort Criteria	Apply	ļ	(Calenda	ar	Bid Pa	acket	Bro	wser)			Tr	rip/A
		\frown	0	Lin	e# 1	•	тс	:63.0	/ 0.0	TB:3	87.9 / 0	0.0	DC): 17 /	0
😑 Pay	Hi -> Lo	Lo -> Hi 🔵 📰	Nov								Dec				
Duty Days (DD)	Hi -> Lo	10-> Hi ==	S	М	Т	W	Т	F	S		S	М	Т	W	Т
- Duty Duys (DD)						1	2	3	4						
Trips	Hi -> Lo	1.0 -> Hi	5	6	7	8	9	10	11		3	4	5	6	7
- mps			12	13	14	15	16	17	18		10	11	12	13	14
			12	.0		10		.,	10				12		

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

Once you're happy with your selections, tap "Apply". The list that you're currently viewing will be sorted as desired. Your other lists will not be affected.

Settings

To change any of your settings, tap the gear icon in the bottom right corner of the app.

=	21		75.0	3	33%	1	0%	0.0	67%	0%	50.4	0%	15	0.32 : 1	85.1	6.5	0%	0.18 : 1	0%	N
=	22		75.0	3	0%	1	0%	0.0	33%	0%	32.8	33%	11	0.30 : 1	74.9	6.2	33%	0.13 : 1	0%	N
Snansho	or	A ect profil	TE O	s on file	1000/	1		0.0	1]	20.0	2	10		07.0	70	00/	0.00.1	•)

A menu will open. Tap "Settings." From here, you can change your airports, desired dates off, view your vacation days, set custom colors and also set custom list names.

iPad ᅙ													3	:39 P	М				© 🛞 🖇 62% ■ ⊃
		Cale	endar		Bid Pa	acket		Brows	er)				Т	rip	/Acti	ivity		Carry In 📕 Days Off 📕 Vacation 👤
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				1	2	3	4										1	2	
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S03 M	04	T05	W06	T07	F08	S09	S10	M11	T12	W13	T14	F15	S1	6					Working List >

Airports

Changing your First Operating Leg, Last Operating Leg and Layover airports is simple.

Select "Airports" from the Settings menu, tap the option you'd like to change, select an airport from the list, and then tap "Save."

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:	26	27	28	3	29	30					24	25	26	5 2	27	28	29	30	First Operating Leg Airport ON 1
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*	*	1	19 NT (119 ONT	119 ONT	120 ONT	*	*	*	119 ONT	119 ONT	119 ONT	*	*	*	*	*	*	Lavover Airport
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Desired Dates Off

To set your desired dates off, tap "Desired Dates Off" in the Settings menu. Tap the plus sign in the upper right corner of the Desired Dates Off menu.

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	Nov								Dec							Jan			1/85
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	5	6	7	8	9	10	11		3	4	5	6	7	8	9	< Settings	Desired	Dates Off	$\left(+\right)$
	12	13	14	15	16	17	18		10	11	12	13	14	15	16				\smile
	19	20	21	22	23	24	25		17	18	19		21						

Choose your start and end dates by swiping up and down through the lists of months, days and years. Tap "Save" once you've selected the correct dates.

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ļ		Cal	endar		Bid Pa	acket		Brows	er)			J	Tr	ip/Ac	tivity		Carry In 📕 Days Off 📕 Vacation 📃	
G	Li	inei	¥1 🖷		тс	: 63.0) / 0.0)	TB:3	37.9 /	0.0	[00:1	17/0	D	DD:1	0/0	CA 1 FO 1 RO 0 Move Line 🔻 🜔	
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19	20)	21	22	23	24	25			17	18	19	9	20	21	22	23	START DATE	
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										31								November 21 2017	
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The dates you selected will be added to your list of Desired Dates Off.

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1	19	20	21	22	23	24	25	17	18	19	20	21	22	23	100 21, 2017 - 100 24, 2017	
		27	28	29	30											

To remove dates from your list, touch the date and swipe to the left. A red "Delete" button will appear next to the date – tap it, and that date will be removed.

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	ŀF		Calenda	ar	Bid P	acket	Brow	vser			T T	rip/Ac	ctivity		Carry In 📕 Days Off 📕 Vacation 🛛	1
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	26	27	28	29	30			24	25	26	27	28	29	30	2017 - Nov 23, 2017 Delet	te
								31								

To edit your existing desired dates off, tap the date, and you will be able to edit and save it using the same method used when adding a date.

Custom Colors

Custom colors allow you to personalize the app. Select "Custom Colors" from the Settings menu. You may customize your colors for trip activity, days off, carry-in and vacation.

From the Color Settings menu, tap the color you would like to change.

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C) – L	.ine#	ŧ 1 🔻	7	тс	:63.0	/ 0.	D	TB:3	37.9	0.0	I	D0:'	17 / 0)	DD:1	0/0	CA 1 FO 1 RO 0 Move Line 🔻 🜔
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																		Vacation
S03	M04	т05	W06	Т07	F08	S09	S10	M11	T12	W13	T14	F15	S16					

After tapping one of the options, a color picker will be displayed. Using your finger, move the circle around to find the color you want. The selected color will be displayed in the box above

the color picker. Use the slider along the bottom of the color picker to adjust the color's intensity.



After you have found the color you want, tap "Choose." The color will be saved, and the app will be updated to use your custom color. Use the "Reset" button to reset your colors back to the default colors.

Custom List Names

You can easily customize the names of any of your lists.

From the Settings menu, select "Working List." This will display the names of the four lists.

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ļ		Calend	ar	Bid P	acket		Browser				Т	rip/Ac	ctivity		Carry In 📕 Days Off 📕 Vacation	1
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5	6	7	8	9	10	11		3	4	5	6	7	8	9	Settings Working List	
12	13	14	15	16	17	18		10	11	12	13	14	15	16		
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- 305 M			00 10	01%	311	512		14 115	110	F17 3	510 5	19 1012		vv ZZ	Eliminated as Eliminate	ed >

Tap the name of the list you want to change, and a text box will appear. Tap the text box, and then type your desired list name.



Tap "Save." Your custom list name will be saved and displayed throughout the app.

Profiles & Bid Sheets

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

In the upper right corner of the app, tap the profile icon.

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This will display a list of profiles you have saved. The BidProPlus Profile is the default.

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To add a new profile, tap the plus sign in the upper right corner. Enter a profile name and then select your desired position, base and equipment. Tap "Save."

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That profile will be added to your list of profiles. Tap the name of your new profile, and then tap "Download." This will download the bid lines for this profile.

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If available, the bid sheet for that profile will be downloaded. It will be displayed as the current bid period number.

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To view data for this profile within the app, tap the Bid Period number. A blue check mark will appear, and the app will be refreshed to show the bid data for that profile.

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Under the Profile Management section, it's easy to tell which profile you're currently viewing:

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10	11	12	13	14	15	16		15	16	17	18	19	20	21	Currently Viewing Base: SDF Aircraft: 757 Seat: CPT	1

To switch between different profiles, go to your list of profiles, tap the profile you want, and then tap the Bid Period for that profile as you did above.

Downloading Bid Data for the New Bid Period

At the start of every new bid period, you will need to download the bid sheet for that period.

To do this, start by tapping the profile icon in the upper right corner of the app, and then select the profile you'd like to download the bid sheet for.

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3	4	5		7			7	8	9	10	11	12	13				

Once you've selected your desired profile, tap "Download." This will download the latest bid sheet. To view the data for the new bid sheet, tap the current Bid Period number. A blue checkmark to the right of the Bid Period number signifies which Bid Period you're currently viewing within the app.

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Syncing Data Between the iPad App & Web

It's easy to sync your work between the iPad app and the web-based Schedule Bidder.

Tap the gear icon at the bottom right corner of the screen, and select "Sync Data." This will open a window with two different options: Retrieve Bidline Ranking, and Save Bidline Ranking.



Tap "Retrieve Bidline Ranking" to download your bid data (sorts, lists, etc.) from the webbased Schedule Bidder. The bid data in your iPad app will be replaced with this data.

Tap "Save Bidline Ranking" to export the data that is currently on your iPad app. Your data on the web-based Schedule Bidder will be replaced with this data from your iPad.

Submitting Your Bids

To submit your bids to UPS, tap the gear icon in the bottom right corner and then select "Submit Bids." Select which list you'd like to submit.



Tap "Copy and Close," and the line numbers from the specified list will be copied to your clipboard. Submit them to UPS as normal.

Resetting Your Bids

Resetting your bids moves all of the bid lines back to the Bidding list, clears any sort settings that you currently have, and sorts by line number. To do this, simply tap the gear icon in the bottom right corner, and then select "Reset Bids."