

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.



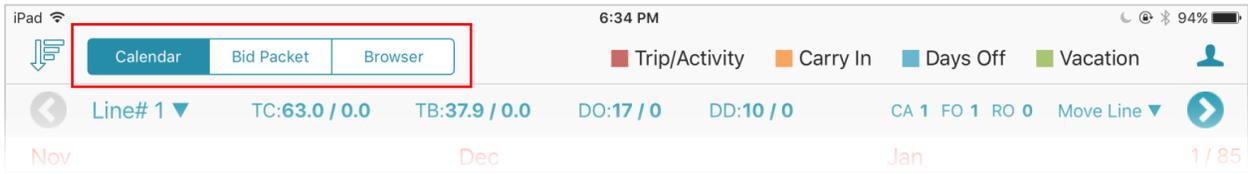
After successfully logging in to your account, you will be on the Calendar view of the app.

The User Interface & Navigation

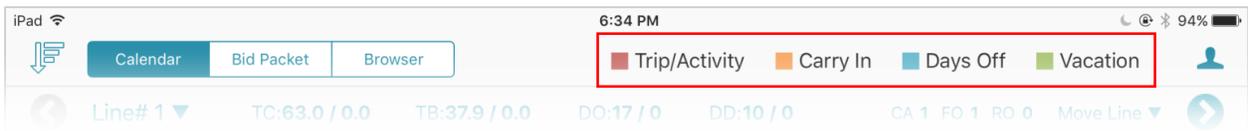
The down arrow in the upper left corner of the app allows you to sort the list you're currently viewing. See page 10 for more information on sorting.

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.

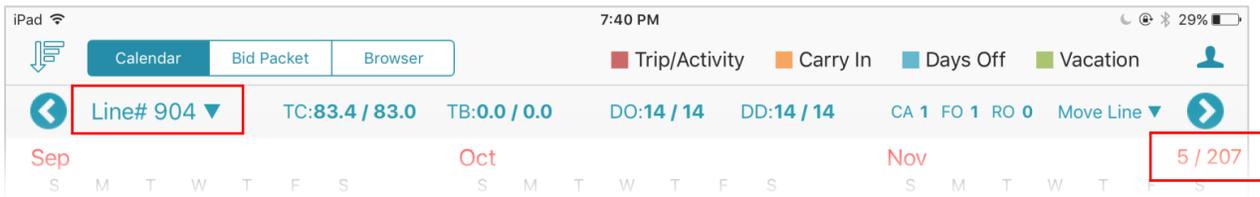


Trips/activity, carry-in, days off and vacation are highlighted in different colors throughout the app. Near the upper right corner is a key that specifies the corresponding colors. See page 15 for instructions on customizing these colors.



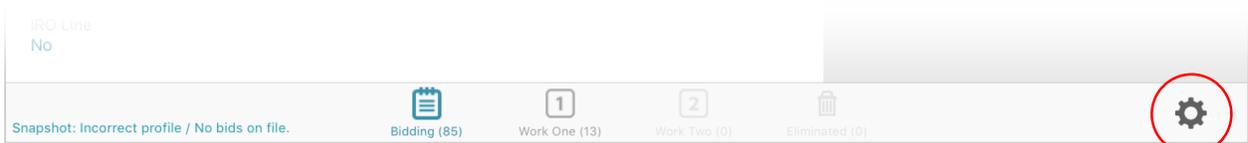
The profile icon in the upper right corner allows you to manage your profiles and view bid data for other positions, bases and equipment. See page 18 for additional instructions.

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.



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.

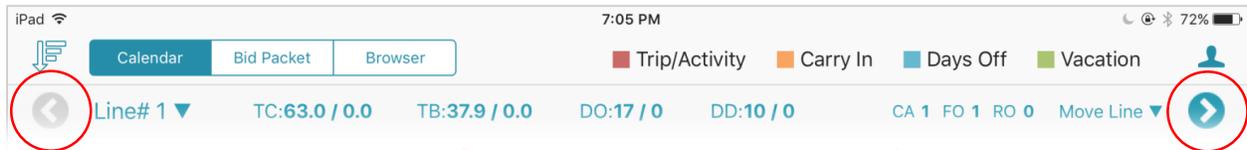


The Calendar View

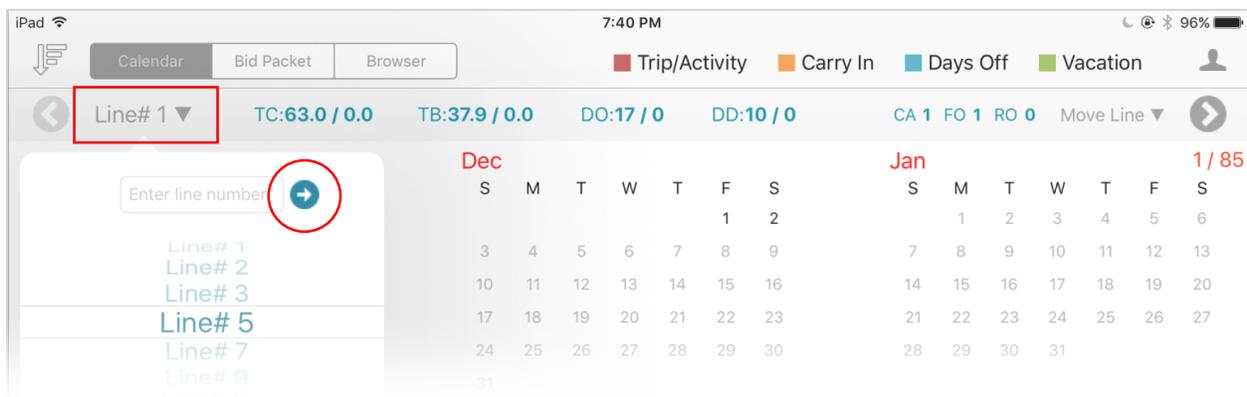
The Calendar view displays a comprehensive view of one single bid line at a time.

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.

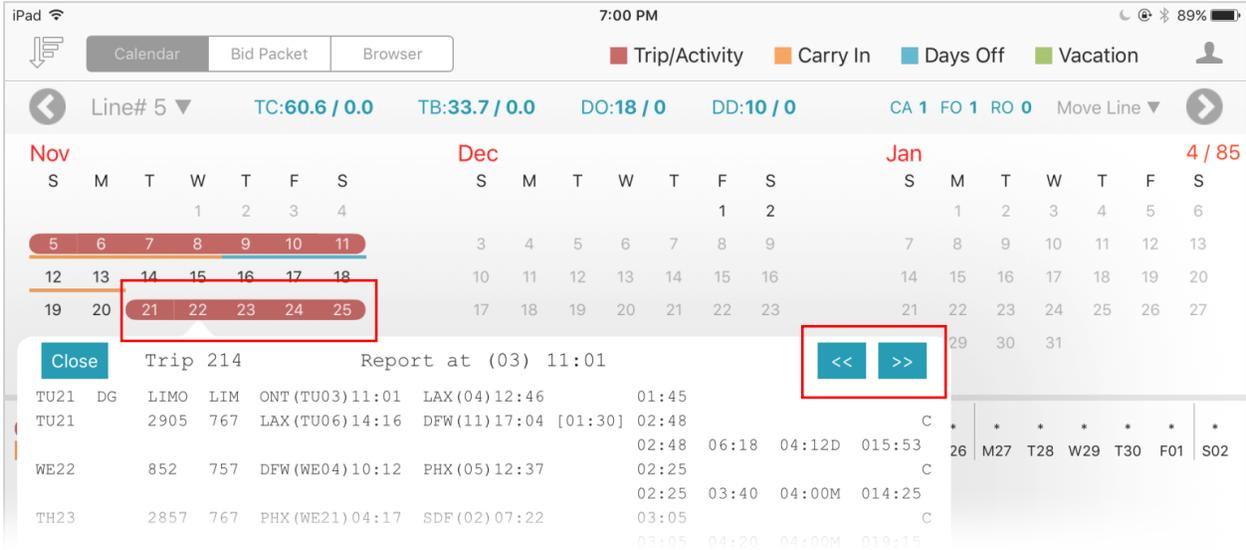


The text next to the left arrow (e.g. “Line #1”) indicates which line you’re currently viewing. To navigate to a specific line, simply tap this number and a dropdown menu will appear. Scroll through the lines in the list until you find the one you want to view, or use the text box to manually type in 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.



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

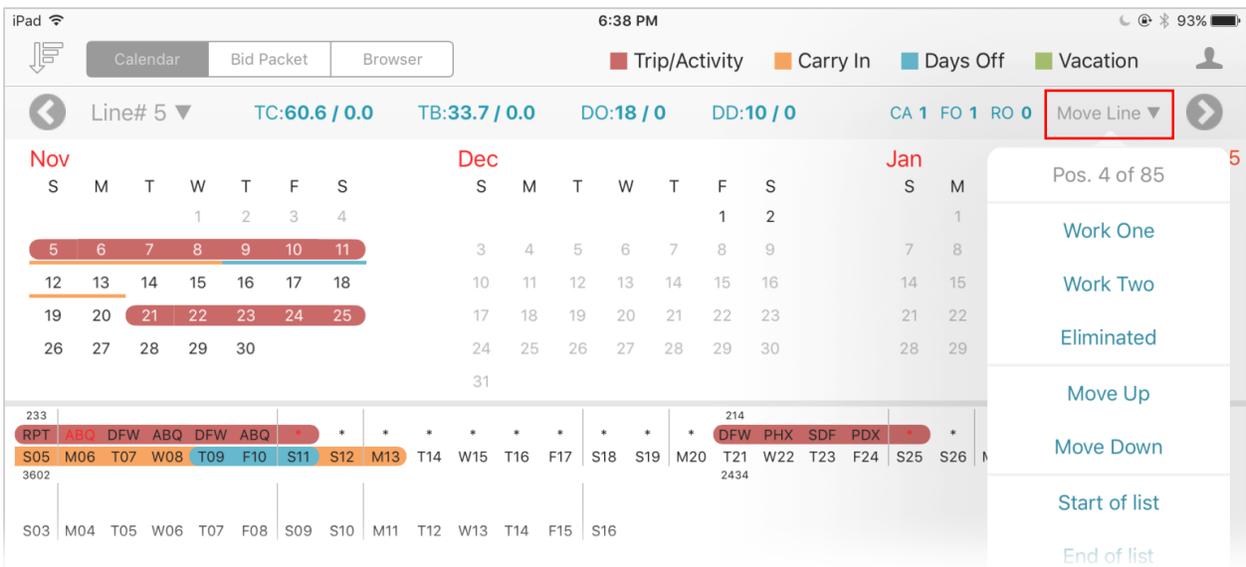
The body of the Calendar view provides a quick visual overview of the trips in that line. Tap any trip to view more information about it. Use the blue arrow buttons to navigate to other trips in this line.



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.

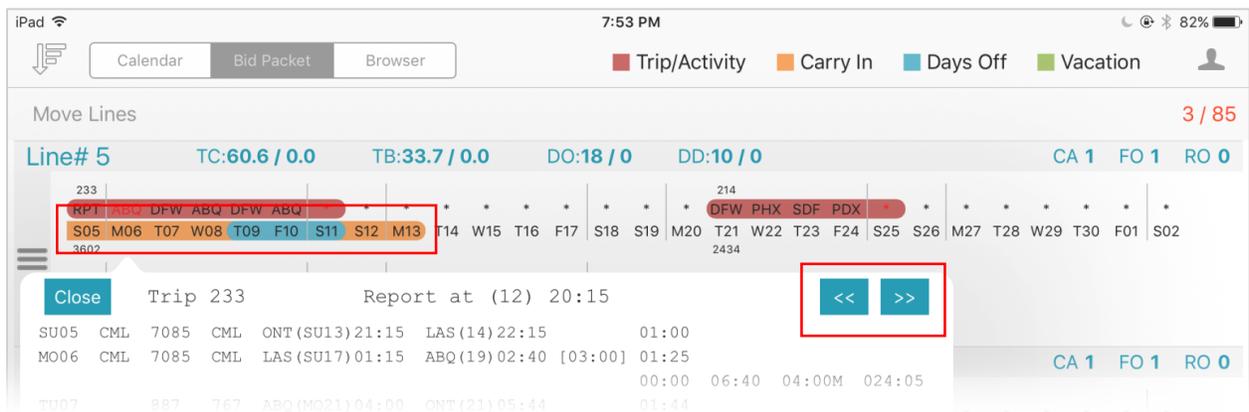


The Bid Packet View

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.

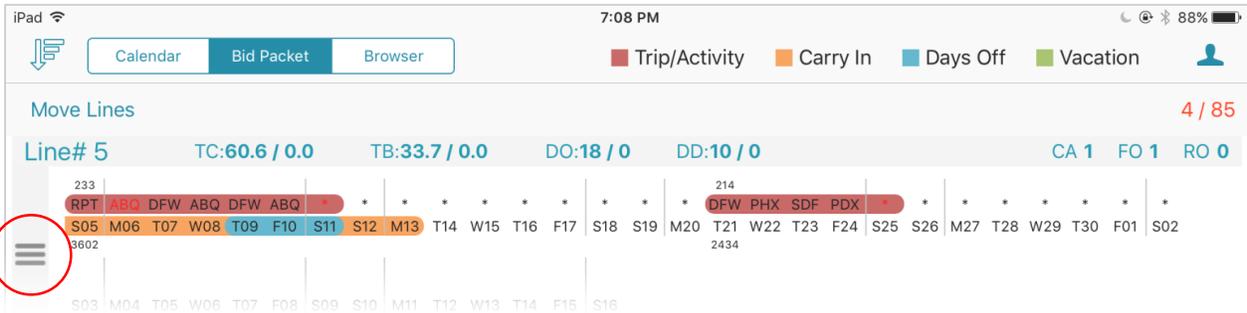


Just like in the Calendar view, tap any trip to view more details about it. Use the arrows to navigate to other trips in that line.

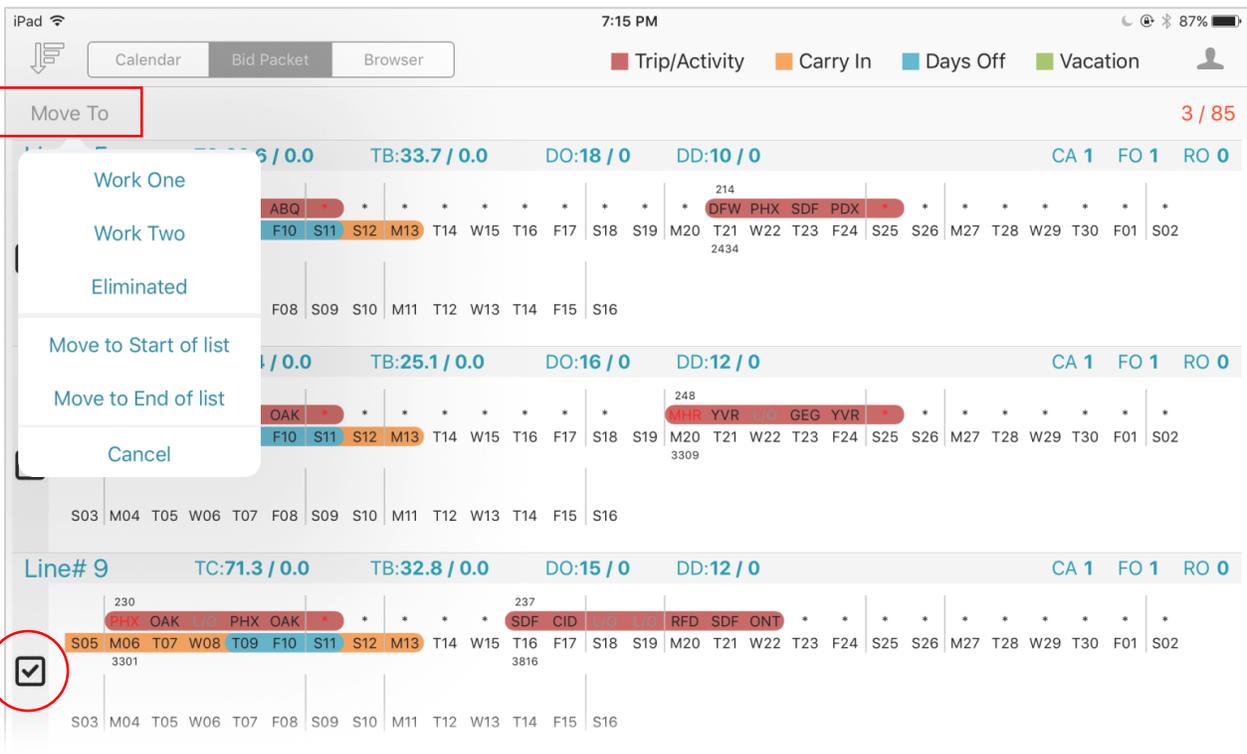


Moving Lines in the Bid Packet View

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.



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.



The Browser View

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

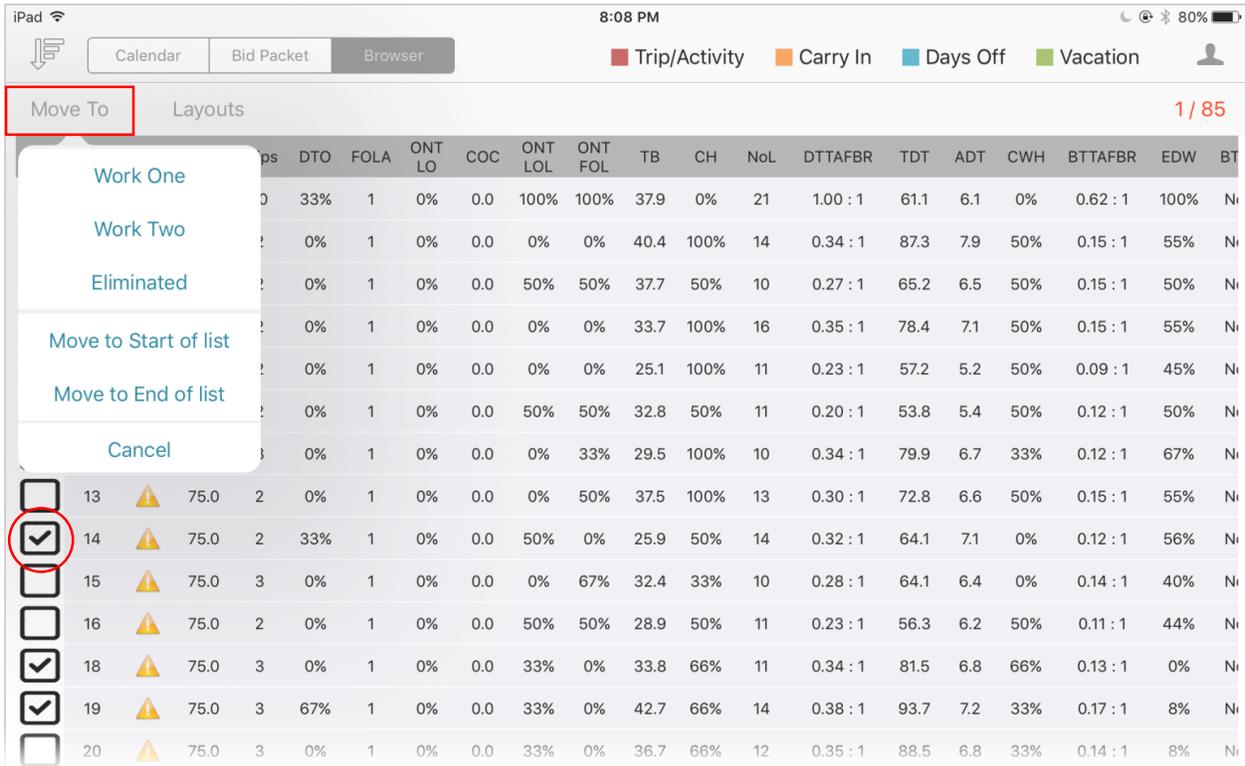
Line	Hold	Pay	Trips	DTO	FOLA	ONT LO	COC	Nov S05	M06	T07	W08	T09	F10	S11	S12	M13	T14	W15	T16	F17	S18	S19
1	⚠	75.0	10	33%	1	0%	0.0	*	*	ONT	ONT	ONT	ONT	*	*	*	ONT	ONT	ONT	*	*	*
2	⚠	75.0	2	0%	1	0%	0.0	*	MHR	L/O	MHR	CAE	L/O	*	RPT	MHR	BWI	MHR	BWI	DEN	MHR	*
3	⚠	75.0	2	0%	1	0%	0.0	*	SJC	SDF	SJC	SDF	BFI	ONT	*	*	*	*	*	*	*	*
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	OAK	*	*	*	*	*	*	*	*
9	⚠	75.0	2	0%	1	0%	0.0	*	PHX	OAK	L/O	PHX	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	ONT	*	*	*	GEG	L/O	GEG	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	L/O	*	*	PDX	L/O	SDF	SDF	BFI	SDF	*	*
22	⚠	75.0	3	0%	1	0%	0.0	*	RPT	BFI	SDF	SDF	L/O	*	*	*	*	*	*	*	*	*

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

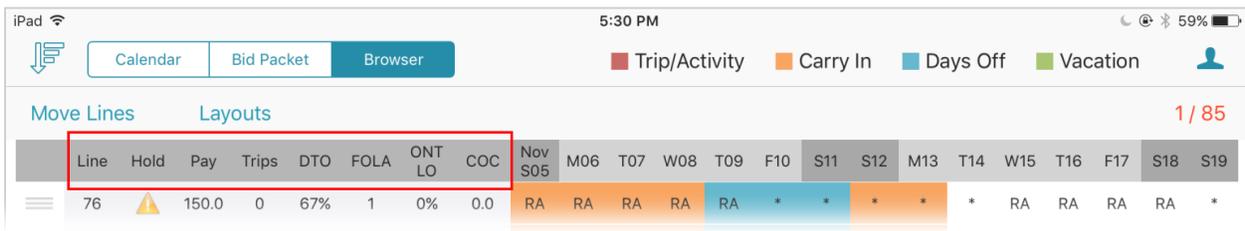
Line	Hold	Pay	Trips	DTO	FOLA	ONT LO	COC	ONT LOL	ONT FOL	TB	CH	NoL	DTTAFBR	TDT	ADT	CWH	BT TAFBR	EDW	BT
1	⚠	75.0	10	33%	1	0%	0.0	100%	100%	37.9	0%	21	1.00 : 1	61.1	6.1	0%	0.62 : 1	100%	Ni
2	⚠	75.0	2	0%	1	0%	0.0	0%	0%	40.4	100%	14	0.34 : 1	87.3	7.9	50%	0.15 : 1	55%	Ni
3	⚠	75.0	2	0%	1	0%	0.0	50%	50%	37.7	50%	10	0.27 : 1	65.2	6.5	50%	0.15 : 1	50%	Ni
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%	Ni
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%	Ni
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%	Ni

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.

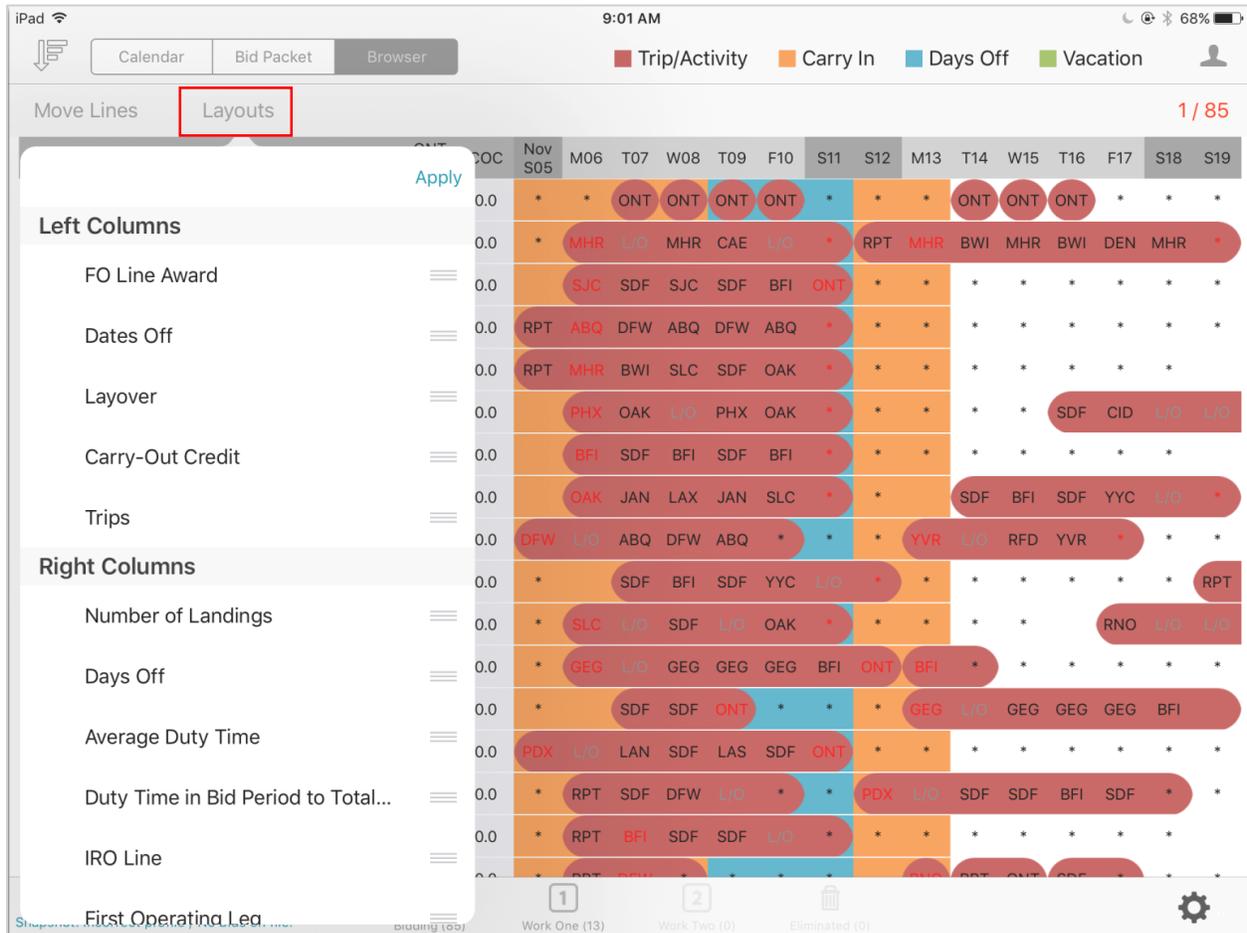


TIP: A quick way to sort a list while in the Browser view is by tapping the header of any of the gray statistics columns, and your list will be sorted by the data in that column. Note: your current sort settings will be cleared. See page 10 for more details on sorting within any of the views.



Customizing Your Layout

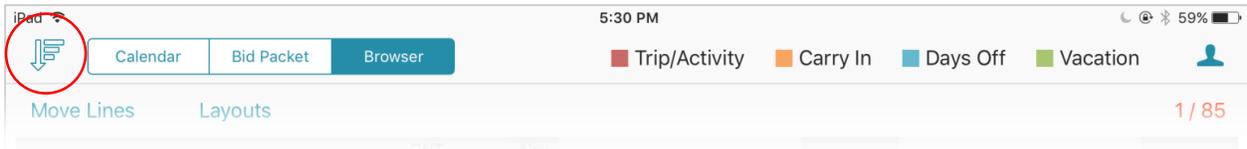
This functionality allows you to rearrange the statistics columns in the Browser view. Simply tap the “Layouts” button near the top left corner, and then use the three bars next to each column name to drag and drop the column under the left or right column sections. Column names that are placed under 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.



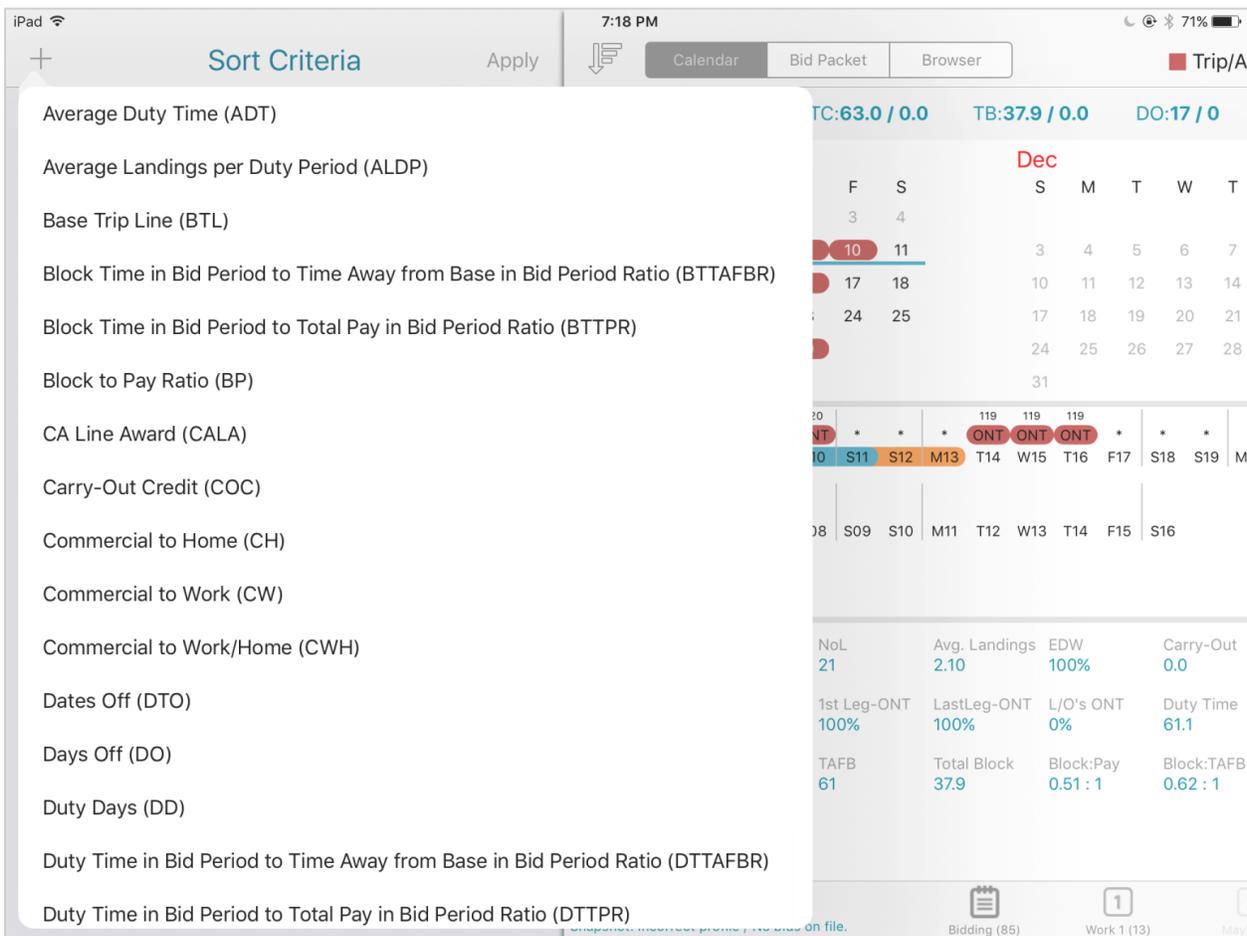
Sorting Your Lists

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

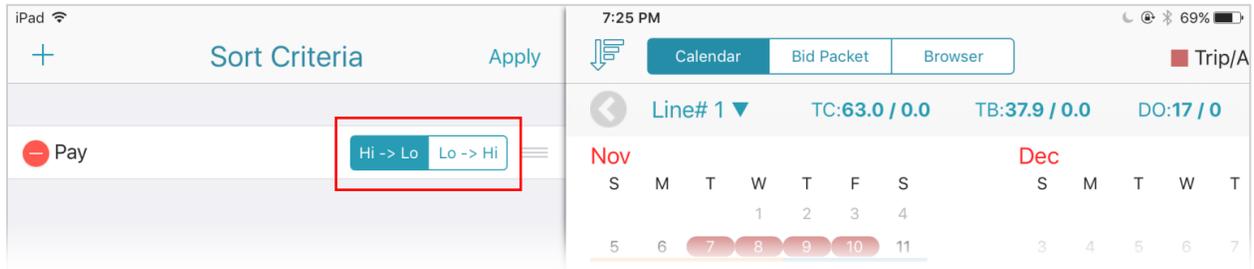
While in any of the three views, tap the down arrow, which is located in the upper left corner of your screen.



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.

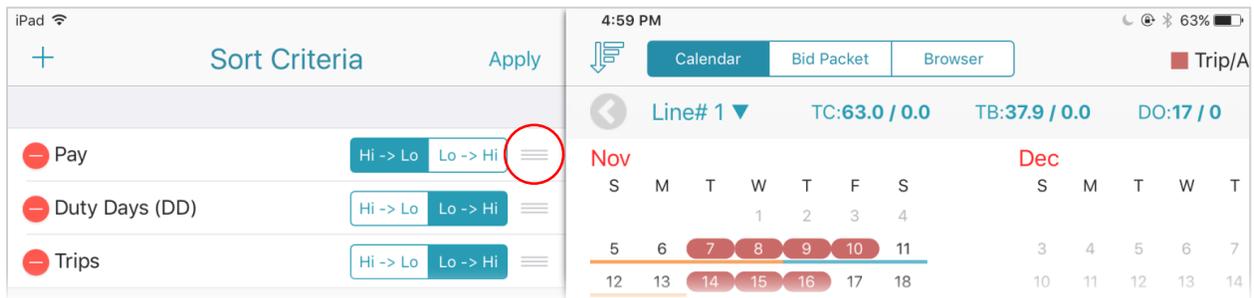


After selecting a sort option, it's added to your Sort Criteria list. Use the buttons next to the sort criteria to select either ascending or descending order.



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.

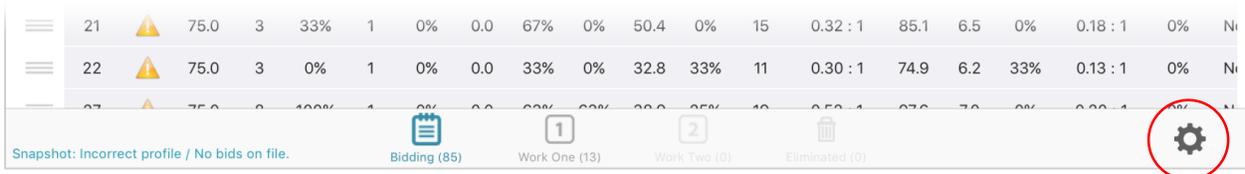


To remove an item from your Sort Criteria list, tap the  icon next to the item and then tap "Delete".

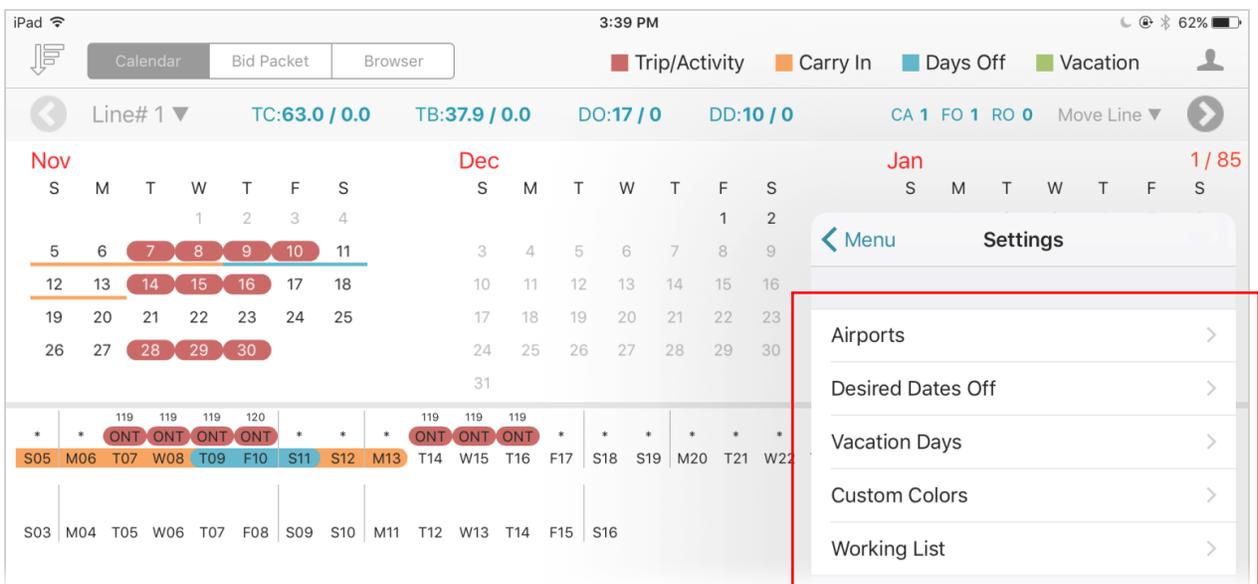
Once you're happy with your selections, tap "Apply". The list that you're currently viewing will be sorted as desired. Your other lists will not be affected.

Settings

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



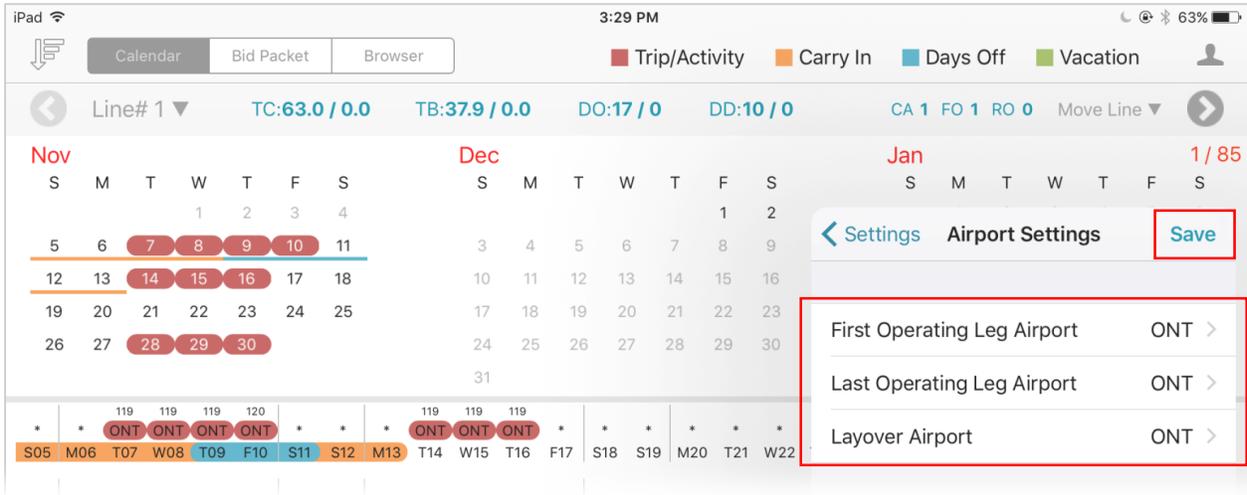
A menu will open. Tap “Settings.” From here, you can change your airports, desired dates off, view your vacation days, set custom colors and also set custom list names.



Airports

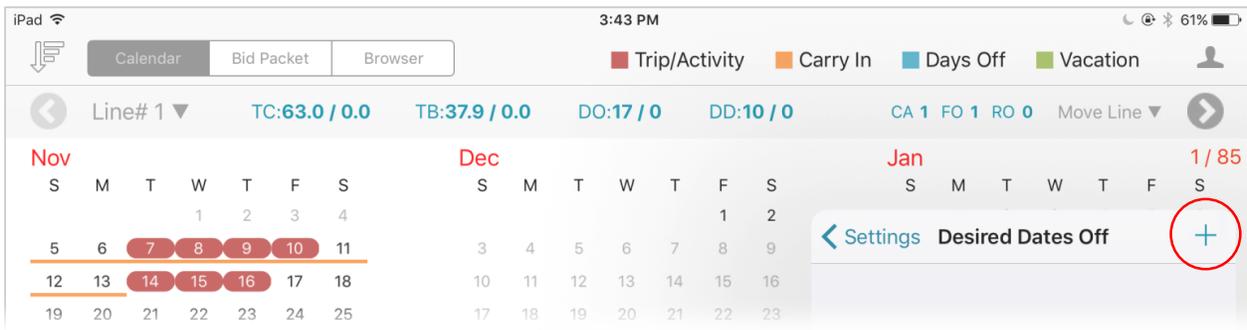
Changing your First Operating Leg, Last Operating Leg and Layover airports is simple.

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

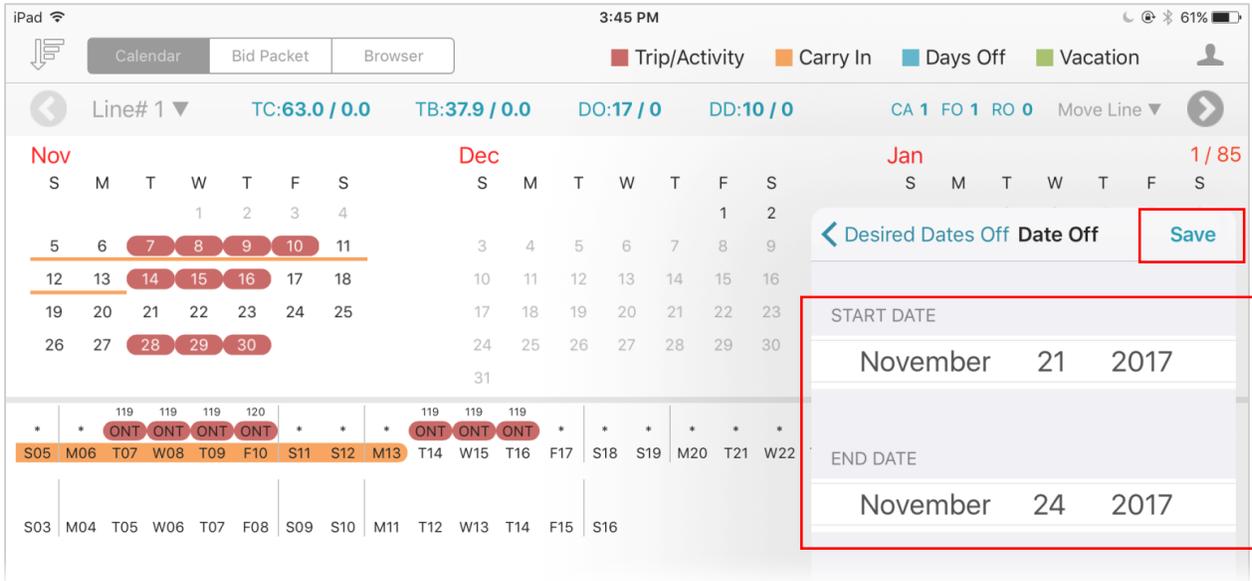


Desired Dates Off

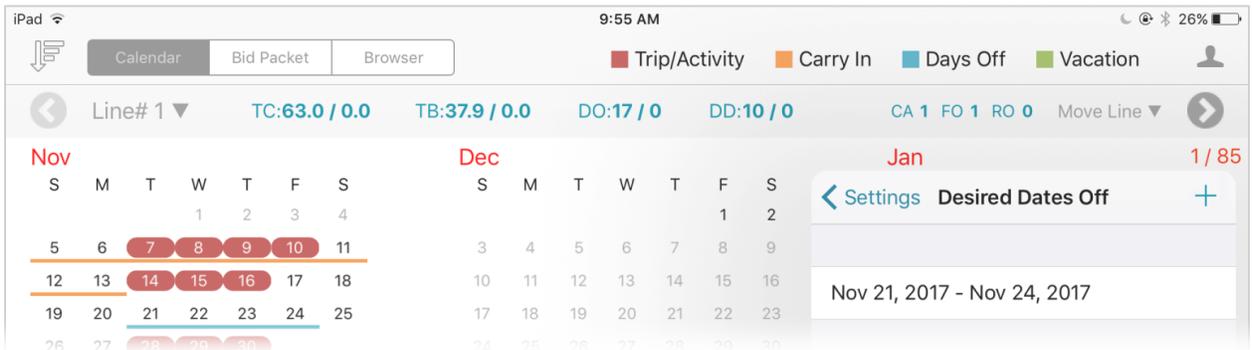
To set your desired dates off, tap “Desired Dates Off” in the Settings menu. Tap the plus sign in the upper right corner of the Desired Dates Off menu.



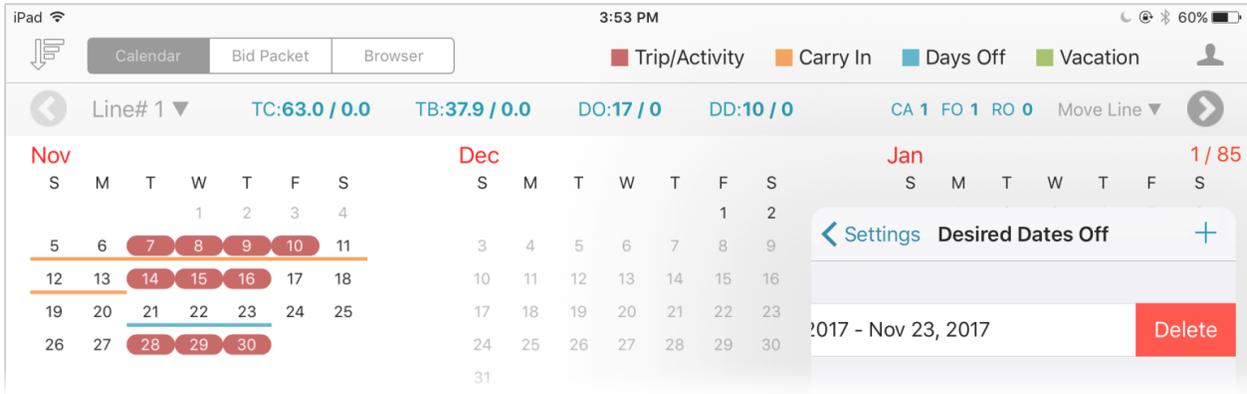
Choose your start and end dates by swiping up and down through the lists of months, days and years. Tap “Save” once you’ve selected the correct dates.



The dates you selected will be added to your list of Desired Dates Off.



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.

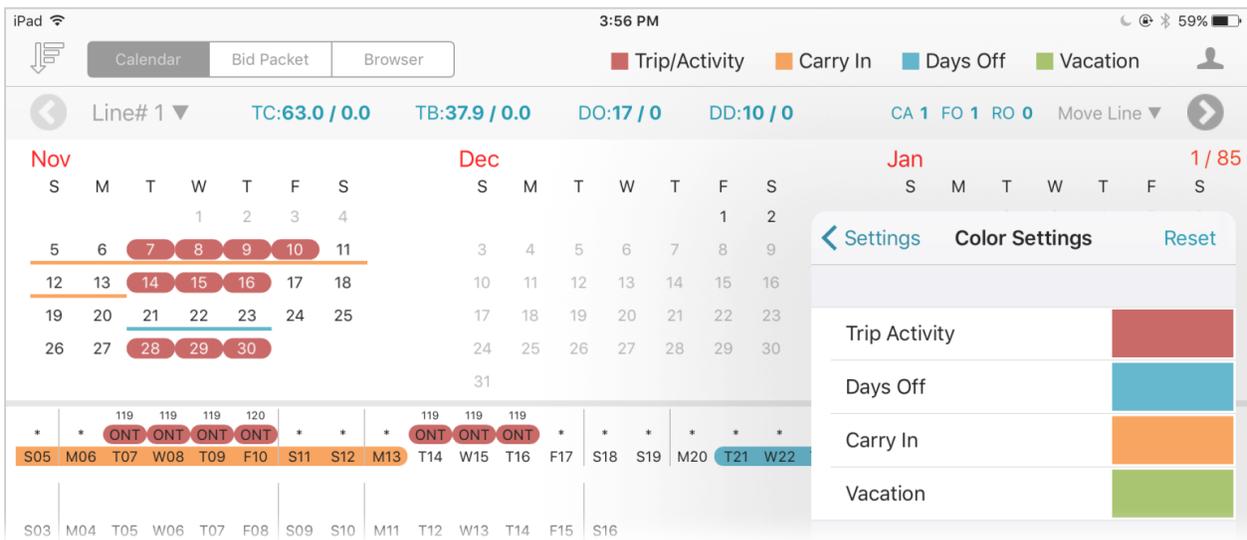


To edit your existing desired dates off, tap the date, and you will be able to edit and save it using the same method used when adding a date.

Custom Colors

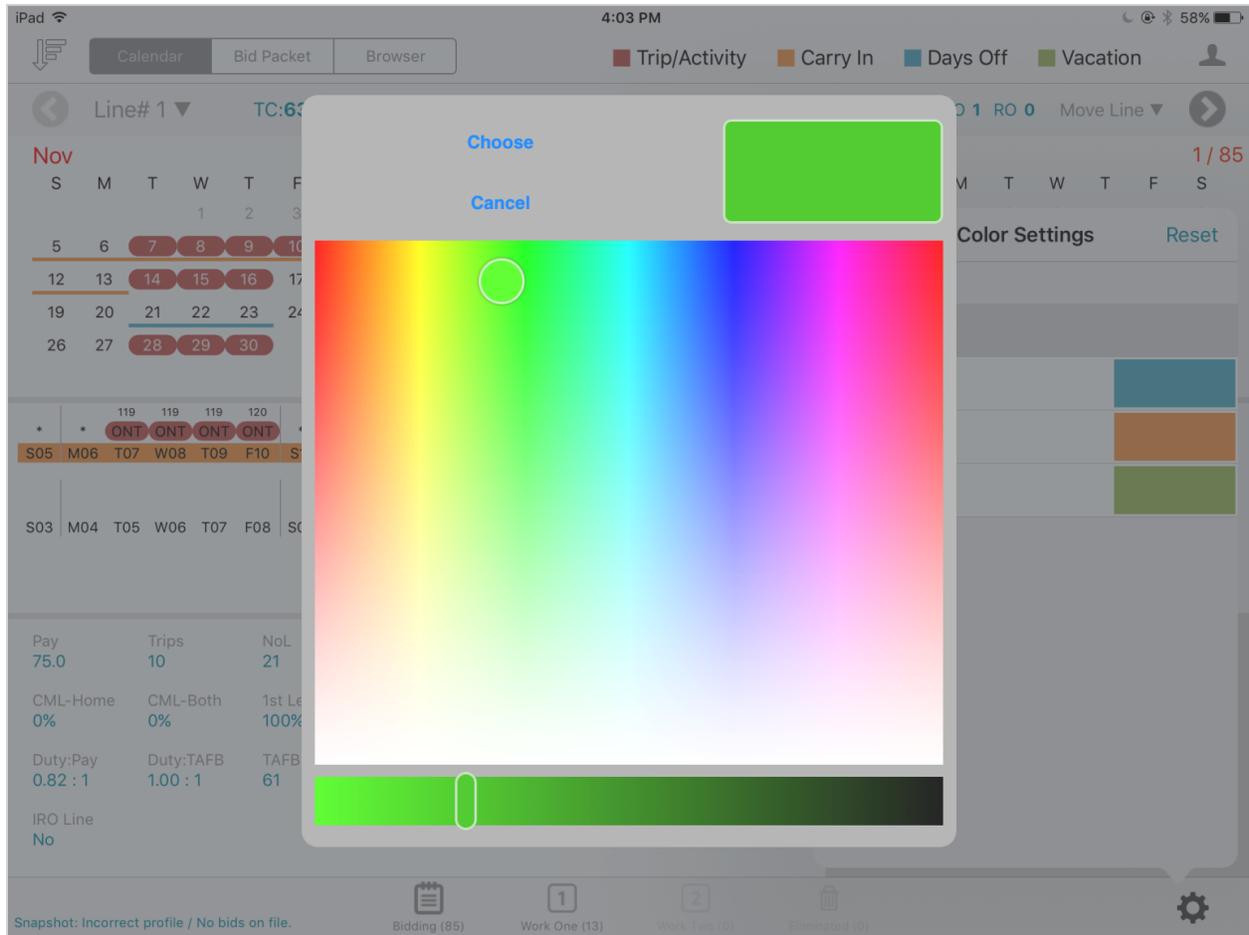
Custom colors allow you to personalize the app. Select “Custom Colors” from the Settings menu. You may customize your colors for trip activity, days off, carry-in and vacation.

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



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.

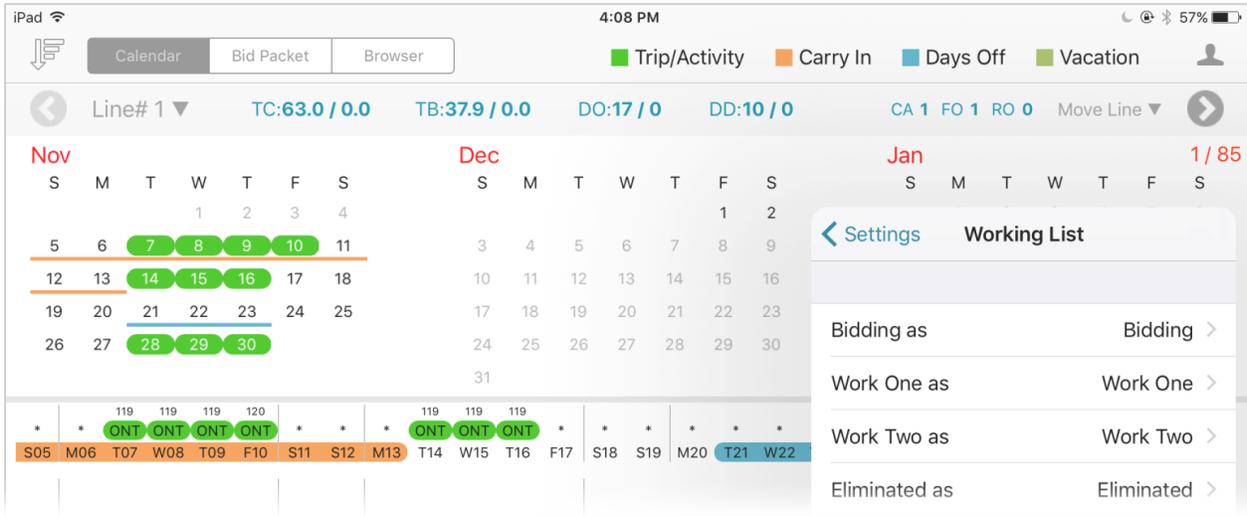


After you have found the color you want, tap “Choose.” The color will be saved, and the app will be updated to use your custom color. Use the “Reset” button to reset your colors back to the default colors.

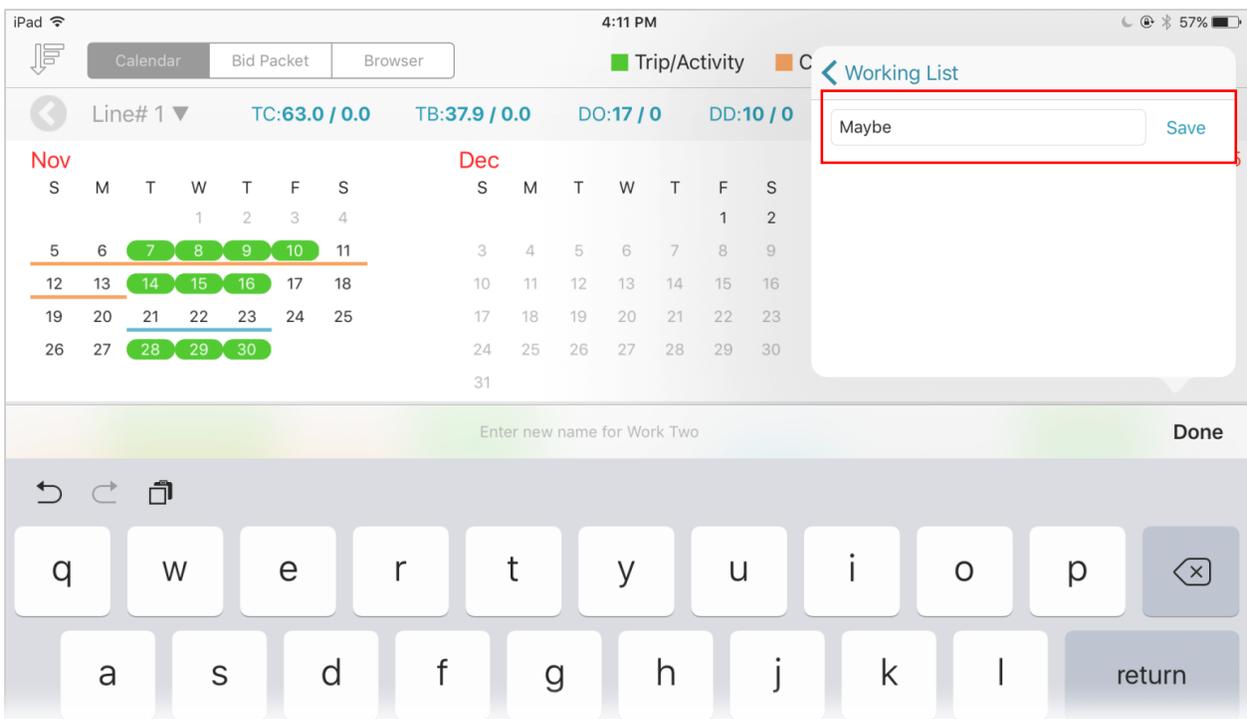
Custom List Names

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.



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.

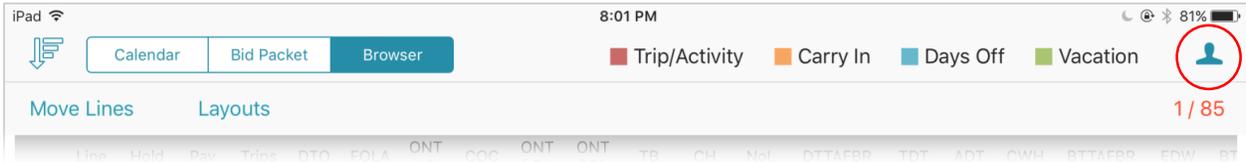


Tap "Save." Your custom list name will be saved and displayed throughout the app.

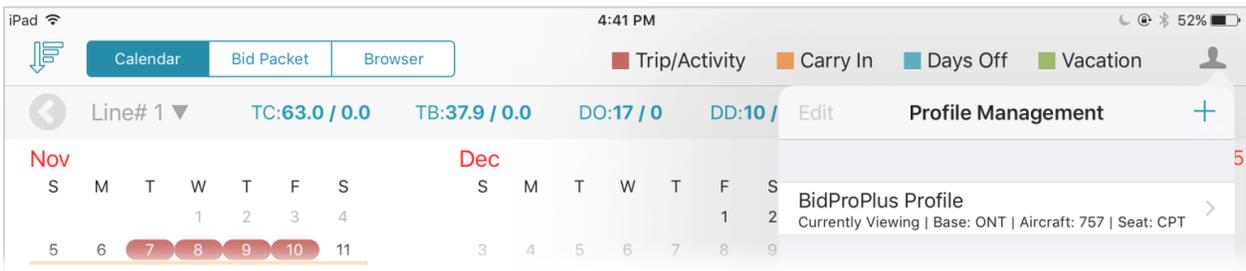
Profiles & Bid Sheets

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

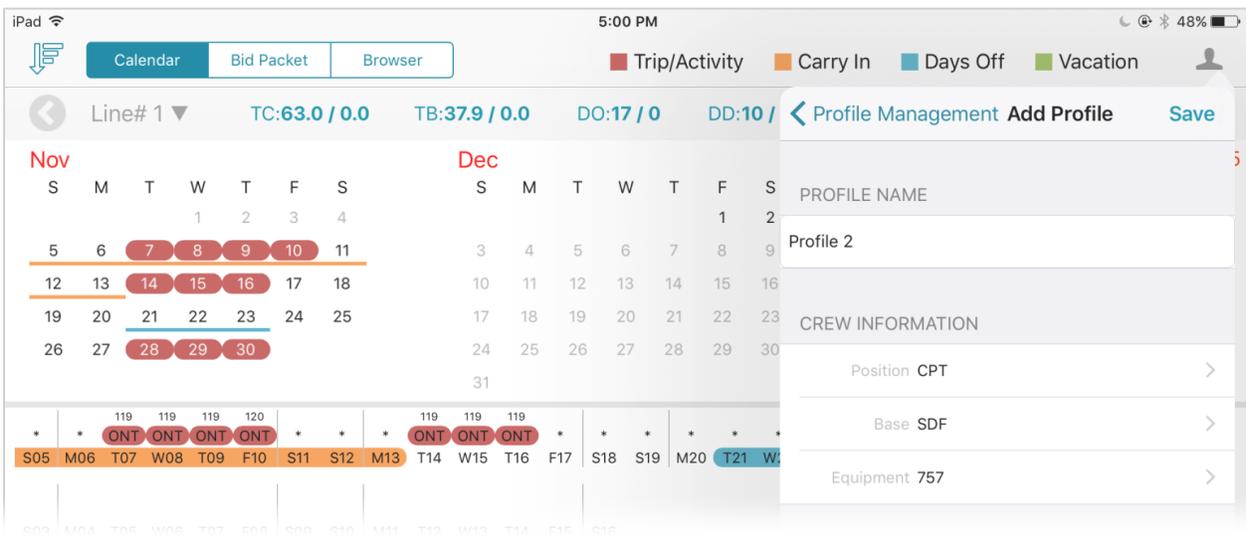
In the upper right corner of the app, tap the profile icon.



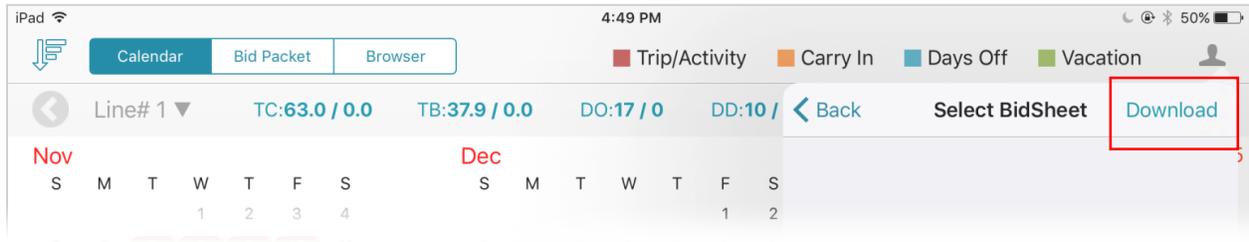
This will display a list of profiles you have saved. The BidProPlus Profile is the default.



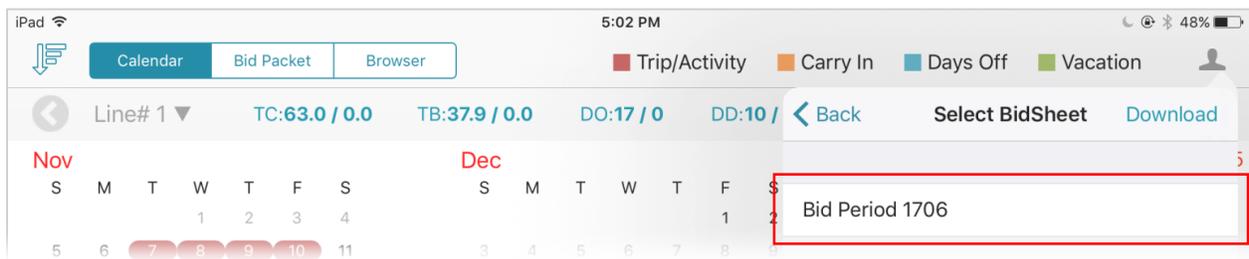
To add a new profile, tap the plus sign in the upper right corner. Enter a profile name and then select your desired position, base and equipment. Tap “Save.”



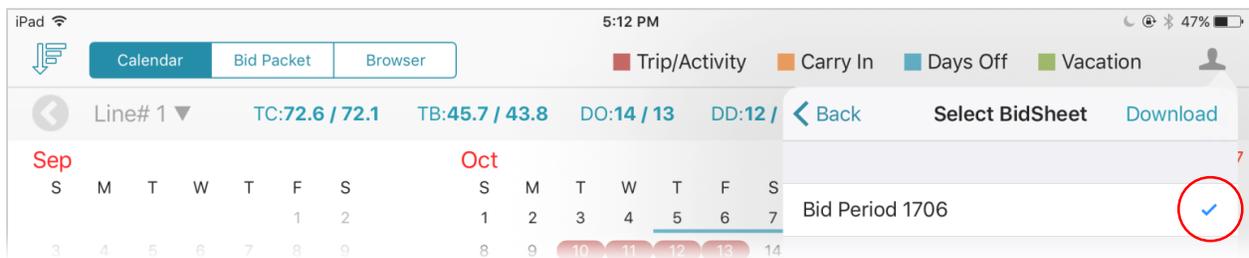
That profile will be added to your list of profiles. Tap the name of your new profile, and then tap “Download.” This will download the bid lines for this profile.



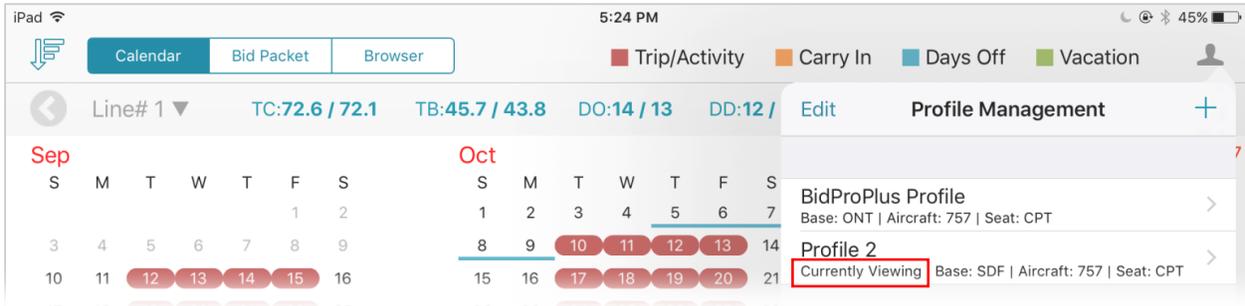
If available, the bid sheet for that profile will be downloaded. It will be displayed as the current bid period number.



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.



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

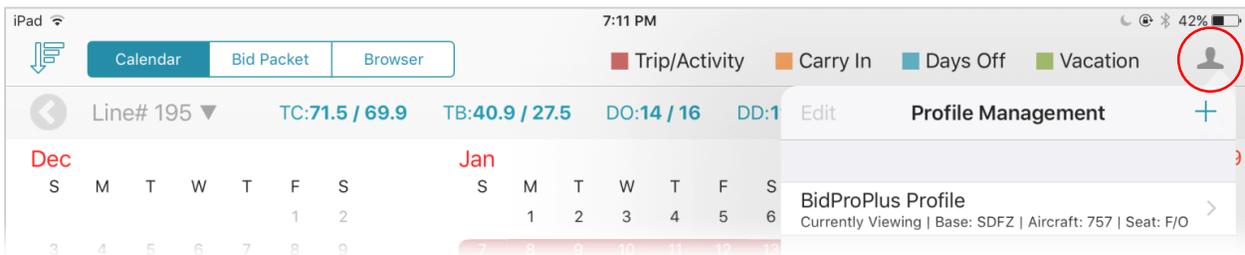


To switch between different profiles, go to your list of profiles, tap the profile you want, and then tap the Bid Period for that profile as you did above.

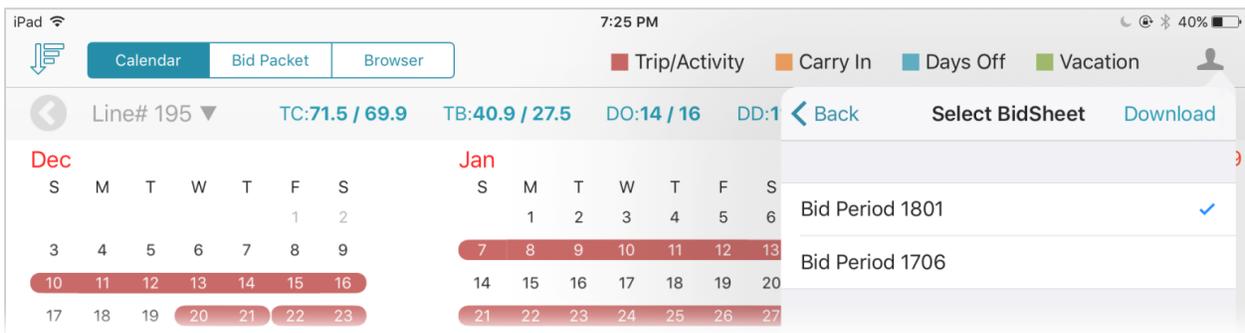
Downloading Bid Data for the New Bid Period

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.



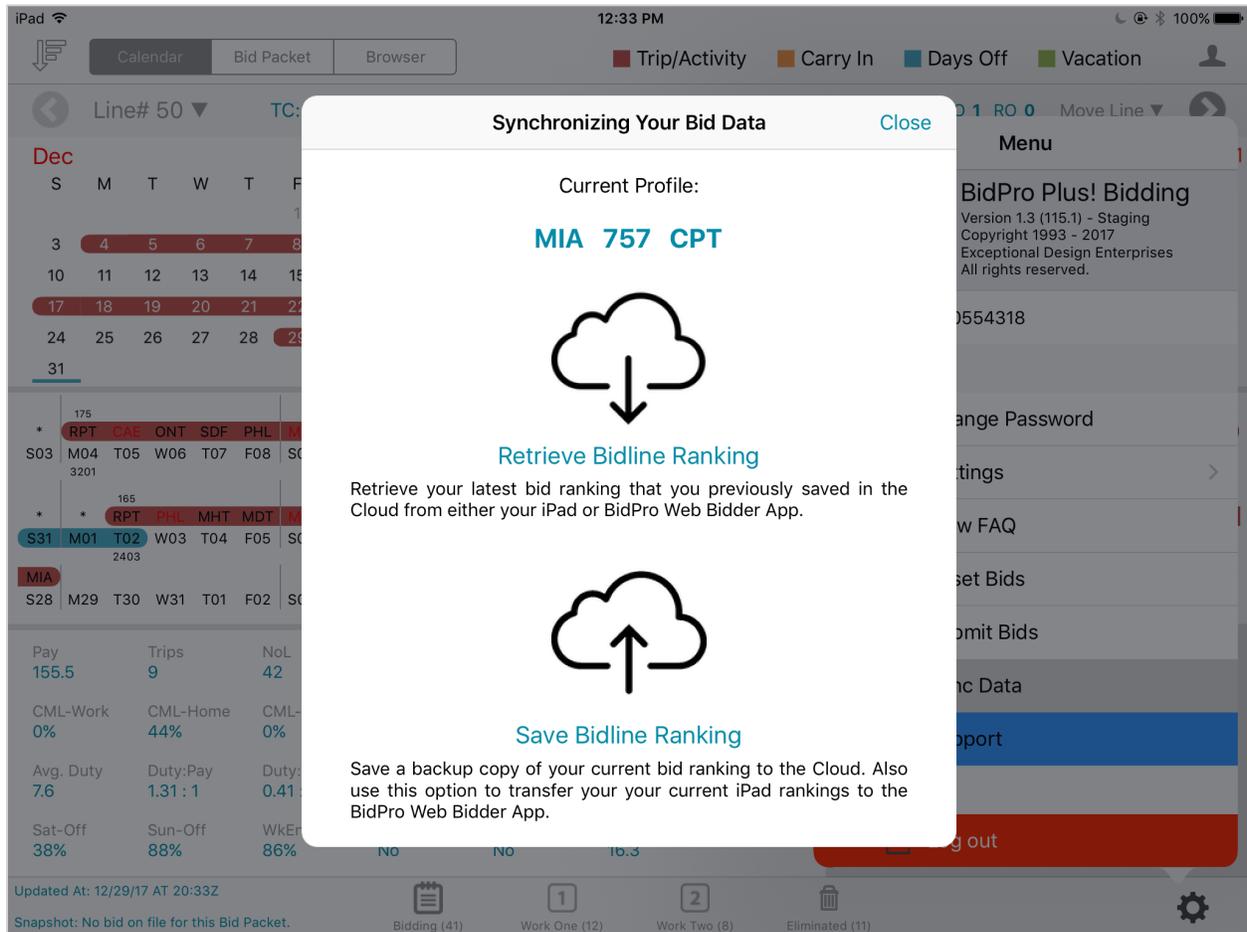
Once you've selected your desired profile, tap "Download." This will download the latest bid sheet. To view the data for the new bid sheet, tap the current Bid Period number. A blue checkmark to the right of the Bid Period number signifies which Bid Period you're currently viewing within the app.



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.

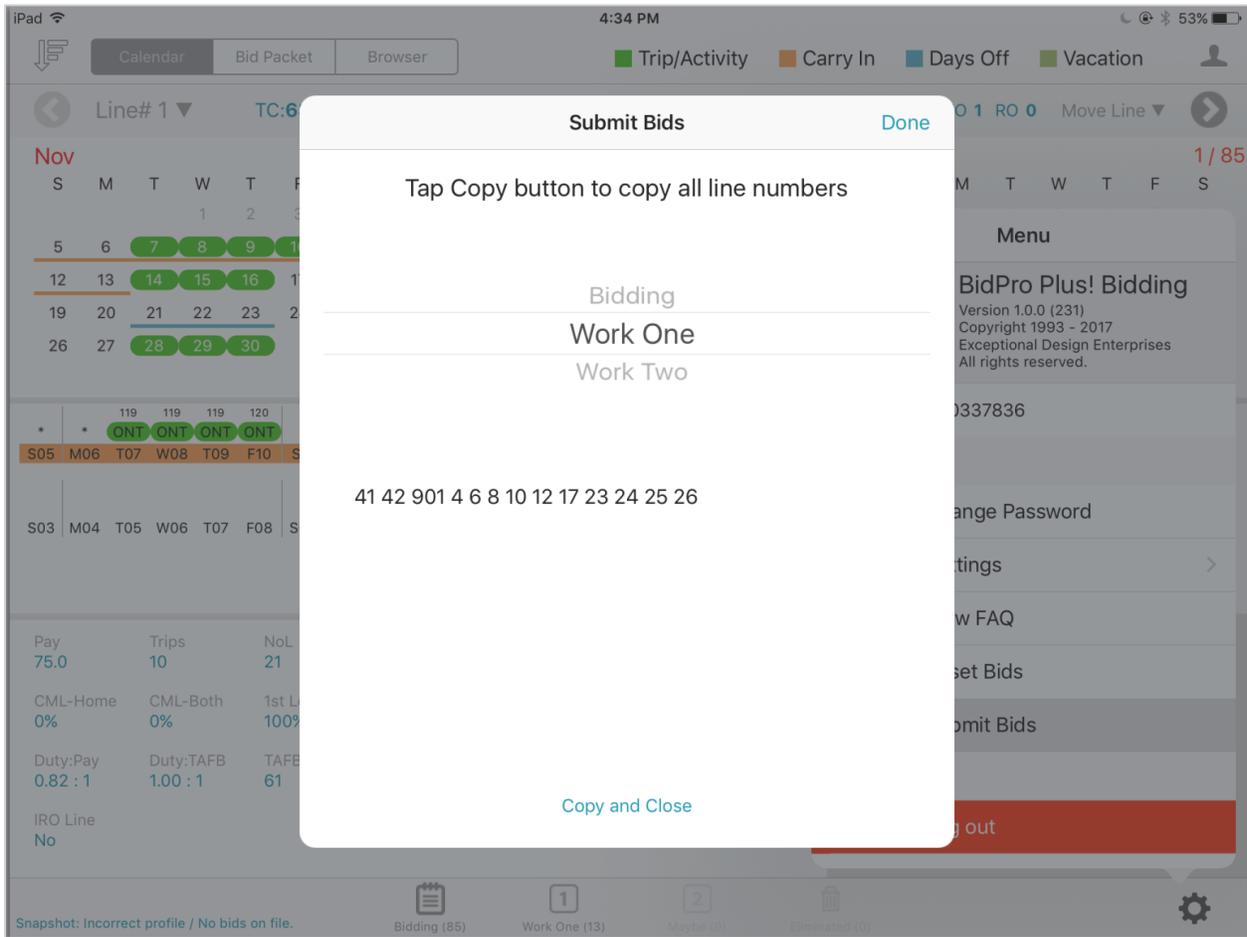


Tap "Retrieve Bidline Ranking" to download your bid data (sorts, lists, etc.) from the web-based Schedule Bidder. The bid data in your iPad app will be replaced with this data.

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.”