


## How to perform a TRADE using FLICA

Trading in Flica is a two part process of initiation and acceptance. The first FA will initiate the trade by navigating to the particular folder for the type of pairing they will be trading, either NANI or ETCH.

Select “**Submit or View Requests**” and then click on the “Trade” button at the top of the screen. Follow steps 1-6. Once the trade has been submitted, the FA you are trading with will need to log into FLICA and click “Accept” in the trade notification box.

### Trade Tips:

- **Steps 1-2** are self-explanatory
- **Step 3** – Click on the ellipsis button  to type in the FA’s name. Click on their name to populate the Emp.# field
- **Step 4** – For bid FAs use PRG (Pairing) and add the prefix “H” for HNL and “L” for LAX when adding in the other FA’s pairing number. **Reserve FA’s** select RSV from the menu.
- **Step 5** – Special Handling: Include instructions for the Scheduler’s processing. This should be used when performing multiple trades, i.e., “Part 1 of 3- part trade”. CS has asked that your remarks be as concise as possible.
- **Step 6** – Make sure the other FA logs in to accept the trade. CS won’t receive it until they do.