Bid FA & GDO Trip Request Folder F.A.Q.

Q: How do I request a SWAP?

A: Enter a request for the same date as the pairing you want to swap. The program will identify that you have a pairing there and swap it for one of your requests (if available).

Q: How are my preferences prioritized?

A: The highest priority preference will be at the top of your queue for the date you are requesting. Keep in mind that if you enter additional requests on different days, you will have to re-prioritize them by dragging them to the correct order descending from top to bottom.

You will see different numbers in the "Name" column. They do not indicate priority. You can edit the name field to something else, like a layover city or pairing number.

	NAME	LAST MODIFIED	DESCRIPTION	ACTIONS
	Request 8	Mar 1, 2018 15:01:49 HA	Any of the selected pairings: H6146:03MAR;	1
	Request 9	Mar 1, 2018 15:02:22 HA	Any of the selected pairings: H6235:03MAR;	2
	Request 10	Mar 1, 2018 15:02:58 HA	Any of the selected pairings: H6209:03MAR;	3 etc
	Request 11	Mar 1, 2018 15:03:35 HA	Any of the selected pairings: H6255:03MAR;	
	Request 12	Mar 1, 2018 15:04:05 HA	Any of the selected pairings: H6198:03MAR;	
	Request 4	Feb 28, 2018 16:45:00 HA	Any of the selected pairings: H6157:03MAR;	
	Request 5	Feb 28, 2018 16:47:30 HA	Any of the selected pairings: H6122:03MAR;	
	Request 6	Feb 28, 2018 16:49:53 HA	Any of the selected pairings: H6189:03MAR;	
	Request 7	Feb 28, 2018 16:51:43 HA	Any of the selected pairings: H6140:03MAR;	

Drag and drop by grabbing the prioritization handle

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Q: How do I know Crew Scheduling has my preference (request)?

A: Once you click on the last "Apply" button and the preference shows in your queue it has been submitted. It must be in your queue before 10:30 HST the day prior to the paring date.

Example of a successful submission:

501	1	MCNICOLL, DEBRA	7041	23 FEB 17:17:27	02/25/2018	Any of the selected pairings: H7002:25FEB;

Q: How do I know I have been awarded my request?

A: Login and view your schedule. If you have the trip added or swapped it was successful. If you are curious if the pairing you requested was in the award, you would navigate to the TR folder and select the "View OT Request Status". A denial message of "(FA) Not Available" indicates it was awarded to an FA for sick leave or vacation makeup. You might also see that it was awarded to a senior FA.

Q: I wasn't awarded my request and there was no message in the View OT Request Status?

A: There were no matches for your preference, so the program did not respond with a denial or an award.

Q: How do I delete my preference should I change my mind?

A: Use the trash can icon in the Preferences queue to delete your request. Please note: A preference may not be deleted between 10:30 and 23:59:59 the day prior to the pairing date. You will receive an error message

Q: I dropped the pairing I submitted a request to swap for and now I have a trip on my schedule?

A: If you manipulate your schedule for any swap/add date requested, you must delete your request. If you do not delete it, the program will utilize your request and you could be awarded a trip or a swap (if you had traded for something else on that date).

Q: Where can I find more information on the Trip Request Folder and how to build a preference?

A: www.halfilca.net

Q: What if I have an issue with the folder or Flica in general?

A: You should utilize the Flica Inquiry Form which is located under the forms section of the ifs website or if you are currently online you may go here (requires ifs website login). Using this form will go to the CS Duty Manager and a copy to the MEC Tradeboard Committee.