

# FLICA Quick Reference

## Folder Overview

- Bidding** – This is where the trading folders are located. Folders are types of trades that have been grouped together. As can be seen above, there are separate folders for different types of transactions. These folders may change as we develop the best strategy for grouping trades together.
  - FA Daily OT** – Drop/Add/Swap with Opentime
  - All Trades btwn FAs** – Even Drops/Adds/Trades between crewmembers
  - FA Reserve Add and Drop** – Drop reserve days and Add reserve days. \*Add reserve days only available when Crew Scheduling posts open RSV periods for select dates
  - FA Reserve Swaps** – Changing RSV and OFF days on own schedule
  - All Partial Requests FAs** – Partial drop/trade/add with Opentime or between crewmembers (part of a pairing)
  - Uneven RSV Trades** – Between either RSV and RSV or RSV and Lineholder, Uneven trades where the numbers of days being traded are not equal. Example: Give 2 day pairing to a FA in exchange for 1 RSV day from their line.
  - FA Golden Day Off Requests** – For RSV FA's only. Submission window opens after lines are published in CrewTrac and closes 7 days later
- Schedules** – Copies of monthly schedules  
 \*Please use CrewWeb for the most current schedule information  
 \*\*Any changes to your schedule made by performing trip trades on FLICA will be marked *Notified* in CrewWeb, there will **not** be a *Self-Notification* option.
- My Account** – FLICA account settings and options are managed here.
- Information and Tools** – Most commonly used for accessing the Crew Resource Report. Other useful links are – Email Address Lookup, FLICA Calendar View Crew Resource Report
- Tutorials and Help** – Detailed instructions for many common questions.
- Airline Message** – Any message that the company needs to display to Crew Members is displayed here using the Airline Message page under Information and Tools.

## Definitions

<b>Add</b>	Straight pickup of flying from Open Time
<b>Bid Closes</b>	Folder for each type of trade grouped together (Trip Adds, Reserve Swaps, FA Daily OT, etc)
<b>Drop</b>	Flying removed and placed in to Open Time
<b>Even Trade</b>	Transaction that covers the same number of days as the activity being traded
<b>Partial</b>	Request to add/drop/trade part of a trip; must be continuous and start/end in base. Example: DTW-MQT-DTW
<b>Processing</b>	Trade is being evaluated by FLICA
<b>Pending</b>	Trade is in a queue that is currently waiting for manual processing. This may be due to a held trade or the folder does not process trades automatically.
<b>Swap</b>	Exchange flying on schedule with Open Time
<b>Trade</b>	Exchange pairing or reserve between Crew Members
<b>Uneven Trade</b>	Transaction that does not cover the same number of days being added or dropped

02 NOV 11:28	Add	<a href="#">D9D24-16NOV</a>	Processing	<input type="checkbox"/>
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02 NOV 11:27	Add	<a href="#">D9B09-03NOV</a>	Pending	<input type="checkbox"/>
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## Holds

- All partial Request FAs folder
- Uneven Reserve Trades folder
- Golden Day Off requests folder
- Reserve Day drops and straight adds (swaps/trades are not affected)
- A FA who has a dequal in a current of following bid period
- Calendar day off in 7 exceptions

**\*A trade held in one folder will not affect other folders\***

## TradeBoard

This is FLICA's electronic bulletin board

- Click **Post a Request** to post a new message for other crewmembers to view. You can submit messages to **Trade** with another crewmember, **Drop** a trip (for nothing in return), **Pickup** a trip based on your personal preferences, or **Trade Reserve Days** (if applicable).
- **All Requests** displays Trade, Drop, and Pickup requests by other crewmembers. Click a link (**Propose Trade**, **Pickup Trip**, or **Offer a Trip**) to communicate with other crewmembers, arrange a Trade, and submit your requests for processing.

- Click the blue question mark  or additional help on this page.

## Submitting a Request

On the menu to the left, select the folder for which the trade applies.



Choose the trade type



Choose the trip or trips being traded

Drop	16NOV	<u>D9A00</u>	1	09:25	10:25	18:49	0548	DTW
	17NOV							
Drop	18NOV	<u>D9A16</u>	2	11:10	12:10	21:08	1343	DLH
	19NOV							DTW

Submit Trade

After processing, trade will either be





Approved or Denied.

## View Opentime Pot

Click on **View Opentime Pot** to see available trips.

- Pairing numbers are shown in the left column (ex. D9A86 shown below) with a summary of each pairing's details to the right. Click on any underlined pairing number to view complete details for that trip.
- Click the **Sort** button at the top left to sort the open time pairings by your preferences (ex. Pairing Date, Report Time, Length of Pairing, Layover Cities, etc.).

- Click the blue question mark  for additional help on this page.

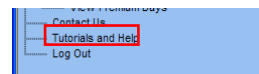
Sort	Base: DTW	November 2015 Opentime Pot (Oct 31-Nov 30) 						
Pairing	Dates	Days	Report	Depart	Arrive	Blk Hrs	Credit	Layover
<u>D9A86</u>	31OCT	4	07:36	08:36	21:12	2328	2334	BTV ATW AUS
<u>D9A92</u>	01NOV	4	07:37	08:37	16:55	1707	1826	MSY MHT JAX
<u>D9D22</u>	01NOV	2	20:48	21:48	06:51	0153	0400	

**View or Print Pairings** – Click on **View or Print Pairings** to access the Pairing Detail Viewer.

- Sort pairings by any combination of over 30 personal preferences (ex. Length of Pairing, Legs per Day, Commutable Pairings, Deadheads, etc.).
- Electronically color and print selected pairing details.

## Resources

Tutorials and help topics are available on the FLICA website:



### FLICA Crewmember Support

800-659-9859

Monday through Friday: 0830-0030 (ET)

Saturday: 0900-1700 (ET)

(closed in observance of major US holidays)

Additional questions can also be directed to your Base Manager.

