



**DID
YOU
KNOW?**

How to Submit a Reserve Letter Trade

How to submit a Reserve Letter Trade on Unimatic

1. Sign into Unimatic using the SON/(File Number) command and password
2. Clear your Unimatic screen
3. Type DIS*27871

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DIS*27871
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4. Press enter

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DIS*27871 HDQIS 15NOV0002.37366
RSV LETTER TRADE INSTRUCTIONS: REPLACE "___SW" WITH BASE CODE
FOLLOWED BY SW, EX: LAXSW. USE TAB TO NAVIGATE.
»SEND
HDQIS ___SW
*RESERVE LETTER TRADE REQUEST*
(THERE IS NO 2014 or 2015 CUTOFF DATE AT ANY BASE)
BASE ___ LTR TO TRD
#1. NAME _____ FILE# _____ SW SEN DT MM- DD- YY ( _ ).
#2. NAME _____ FILE# _____ SW SEN DT MM- DD- YY ( _ ).
THIS WILL BE EFF WITH THE SCHEDULE MONTH _____ OF YEAR 20__ .
TRADE MUST BE RECEIVED BEFORE THE 1ST SCHEDULE DAY OF THE MONTH.
PRECEDING THE SCHEDULE BID MONTH. ONLY ONE RESERVE LETTER TRADE.
ALLOWED PER BID YEAR PER FA. WE'LL NOTIFY YOU OF STATUS CHANGE.
BY METER TO YOUR BASE MAILBOX.**PLZ, NO DUPES**ENTER HERE -->>
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5. Type your three (3) letter domicile location code after the HDQIS so that you complete the department code (e.g. if based in Denver you would type DEN right before the SW to complete the full department code as DENS~~W~~).
6. Tab to the next location and type your three (3) letter domicile code after BASE ____.
7. Tab and enter your last name and first initial separated by a comma.
8. Tab to enter your six (6) digit file number including any leading zeros.
9. Tab to enter your Flight Attendant seniority date or your Flight Attendant adjusted seniority date.
10. Tab to enter the Reserve Letter you would like to trade OUT of.
11. Tab to enter the Flight Attendant's last name and first initial separated by a comma with whom you wish to trade Reserve Letters.
12. Tab to enter the six (6) digit file number including the leading zeros of the Flight Attendant with whom you wish to trade Reserve Letters.
13. Tab to enter the Reserve Letter of the Flight Attendant with whom you wish to trade.
14. Tab to enter the month in which the Reserve Letter trade will be effective.
15. Tab to enter the year the trade will take place.

Note: Reserve Letters are assigned to become effective each year on the first day of the February month.

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DIS*27871  HDQIS      15NOV0002.37366
RSV LETTER TRADE INSTRUCTIONS: REPLACE "___SW" WITH BASE CODE
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»SEND
HDQIS DENSW
                *RESERVE LETTER TRADE REQUEST*
      (THERE IS NO 2014 or 2015 CUTOFF DATE AT ANY BASE)
BASE _____ LTR TO TRD
#1. NAME  SOTO,M_____ FILE# 875421 SW SEN DT 02- 18- 06 ( A ).
#2. NAME  PAYNE,A_____ FILE# 076430 SW SEN DT 12- 18- 07 ( B ).
THIS WILL BE EFF WITH THE SCHEDULE MONTH FEBRUARY__ OF YEAR 2015.
TRADE MUST BE RECEIVED BEFORE THE 1ST SCHEDULE DAY OF THE MONTH.
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16. Tab one last time to the end of the page and press enter to submit trade request.



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MESSAGE SENT
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17. You will receive a response at the end of the page. MESSAGE SENT

Note: It is always recommended that you print this page and keep it for your records. You will receive a confirmation in your domicile mailbox once the trade has been approved.

How to Print a RSV Letter Trade from a United Terminal Computer to a Unimatic Page Writer

1. Place the curser directly in front of the word send.

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2. Type two colons (::) to replace the som (») and the S in SEND.

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MESSAGE SENT
```

3. Move the cursor to the end of the message and press enter.

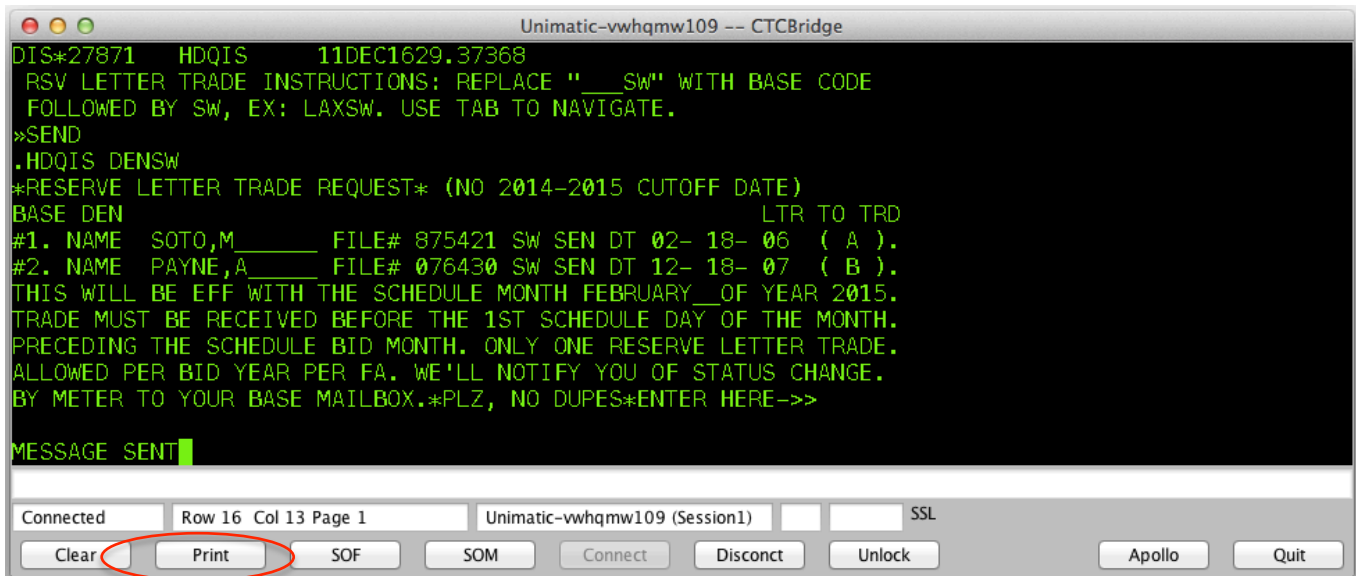
```
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MESSAGE SENT
```

4. The request will print on the associated Unimatic Page Writer.

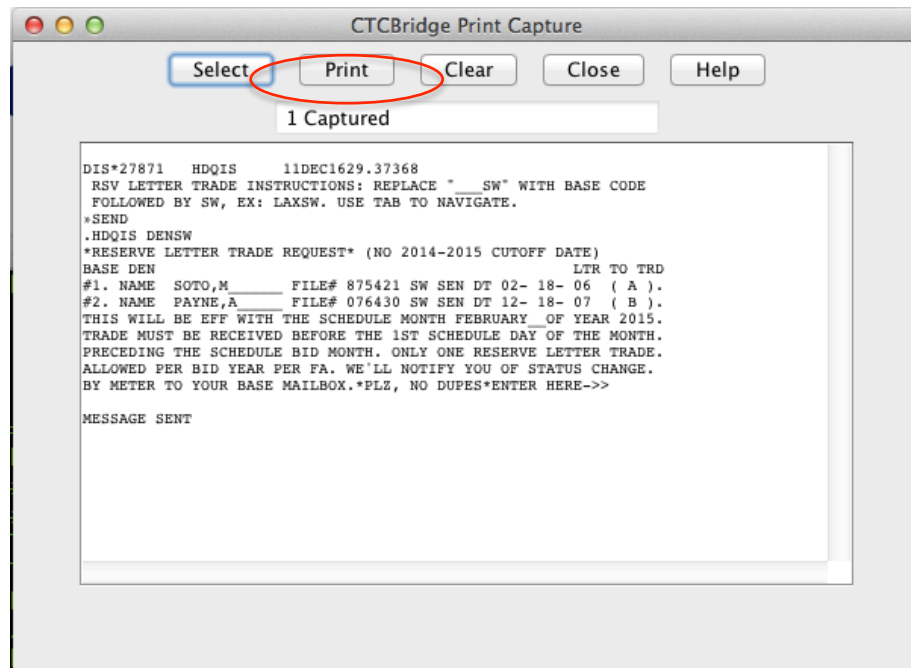


How to Print a RSV Letter Trade from Home or Personal Computer

1. Click the print button at the bottom of the program.



2. The Print Screen will appear with the message to print.
3. Click the Print Button on the Print Screen.



4. The request will print on the default printer settings on the computer.

