



DID YOU KNOW?

How to Submit/Delete a Trade Request as a Lineholder

How to submit a trade (TRD) request on Unimatic

1. Sign into Unimatic using the SON/(File Number) command and password
2. Clear your Unimatic screen
3. Type DSPFAI and press enter

```

ACTN FILE # RSV
»DSPFAI/ ___/ ____/ _

```

4. Under ACTN type TRD
5. Under FILE # type your 6 digit file number
6. Under RSV leave blank.

```

ACTN FILE # RSV
»DSPFAI/ TRD/ 875421/ _

```

7. Press enter

```

REQTRD/SOTO,M          /FN 875421/SEN 012237/00/      /      /      /
ID # DATE ID # DATE ID # DATE
WISH TO TRADE ID(S)   ___ - MMDD/ ___ - MMDD/ ___ - MMDD/
                      ___ - MMDD/ ___ - MMDD/ ___ - MMDD/
LAST NAME, INIT      FILE # LOF TRDKEY
WITH _____/_____/_____/_____/
ID # DATE ID # DATE ID # DATE
FOR ID(S)            ___ - MMDD/ ___ - MMDD/ ___ - MMDD/
                      ___ - MMDD/ ___ - MMDD/ ___ - MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N) _/
ID # DATE KEY ID # DATE KEY ID # DATE KEY
FOR CHARTER ID       ___ - MMDD/ _ / ___ - MMDD/ _ / ___ - MMDD/ _ /
FOR OPEN ID          ___ - MMDD/ _ / ___ - MMDD/ _ / ___ - MMDD/ _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N) _/      PREF # ___/

```



Submitting a trade request with another Flight Attendant:

8. Enter the ID# and the DATE on which the ID that is currently in your LOF begins. Tab to the LAST NAME, INIT and enter the name, file number or LOF, and their trade key (if they have that option initiated) of the Flight Attendant with whom you wish to trade trips. Then tab to place the ID you wish to trade into from the other Flight Attendant starting with the ID# and the date the ID starts.

```

REQTRD/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
                        ID # DATE ID # DATE ID # DATE
WISH TO TRADE ID(S)  9834- 0816/  ___ - MMDD/  ___ - MMDD/
                        ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
      LAST NAME, INIT  FILE # LOF   TRDKEY
WITH CURTIS,J        / 963452/  ___ /  ___ /
                        ID # DATE ID # DATE ID # DATE
      FOR ID(S)      1654- 0816/  ___ - MMDD/  ___ - MMDD/
                        ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N)  _ /
                        ID # DATE KEY ID # DATE KEY ID # DATE KEY
FOR CHARTER ID      ___ - MMDD/  _ /  ___ - MMDD/  _ /  ___ - MMDD/  _ /
FOR OPEN ID         ___ - MMDD/  _ /  ___ - MMDD/  _ /  ___ - MMDD/  _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N)  _ /      PREF # ___ /
  
```

9. Move the cursor to the bottom of the trade request and press enter.
10. You will receive confirmation at the bottom of the screen that your trade request has been awarded or rejected.

```

REQTRD/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
                        ID # DATE ID # DATE ID # DATE
WISH TO TRADE ID(S)  9834- 0816/  ___ - MMDD/  ___ - MMDD/
                        ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
      LAST NAME, INIT  FILE # LOF   TRDKEY
WITH CURTIS,J        / 963452/  ___ /  ___ /
                        ID # DATE ID # DATE ID # DATE
      FOR ID(S)      1654- 0816/  ___ - MMDD/  ___ - MMDD/
                        ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N)  _ /
                        ID # DATE KEY ID # DATE KEY ID # DATE KEY
FOR CHARTER ID      ___ - MMDD/  _ /  ___ - MMDD/  _ /  ___ - MMDD/  _ /
FOR OPEN ID         ___ - MMDD/  _ /  ___ - MMDD/  _ /  ___ - MMDD/  _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N)  _ /      PREF # ___ /

TRADE AWARDED
  
```

11. Because you are trading your trip with another Flight Attendant the trade is processed immediately.



Submitting a trade request with open flying:

12. Enter the ID# and the DATE on which the ID currently in your LOF operates. Then tab to either FOR CHARTER ID or FOR OPEN ID and place the ID you wish to trade into from open flying starting with the ID#, the date the ID starts, and the ID position.
13. Tab to FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N). By putting a Y in this position the trade will remain in the system, so each time open flying is run the system will check to see if the ID is currently in open flying. If you can hold the ID you will be awarded the position. **Keep in mind, if you elect to "Retain if Rejected" the trade can be awarded during any open flying run. Once the trade is awarded, you are responsible to fly the ID. The crew desk does not call to notify you of any awarded trade.** By putting an N in this position and the trade is not awarded the next run of open flying will be the only time the trade will be run. You will have to put another trade in place in order to be considered for the ID in the future if the ID is returned to open flying.

```

REQTRD/SOTO,M          /FN 875421/SEN 012237/00/      /      /      /      /
                        ID # DATE ID # DATE ID # DATE
WISH TO TRADE ID(S)   9834- 0816/  ___ - MMDD/  ___ - MMDD/
                        ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
      LAST NAME, INIT  FILE # LOF   TRDKEY
WITH  _____/    ___/    ___/    ___/
                        ID # DATE ID # DATE ID # DATE
      FOR ID(S)       ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
                        ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N)  _ /
                        ID # DATE KEY  ID # DATE KEY  ID # DATE KEY
FOR CHARTER ID       ___ - MMDD/  _ /  ___ - MMDD/  _ /  ___ - MMDD/  _ /
FOR OPEN ID          1485- 0816/  Y /  ___ - MMDD/  _ /  ___ - MMDD/  _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N)  Y/      PREF # ___/

```

14. Now tab to the end of the trade request and press enter. You will receive a confirmation that your trade request is on file.

```

REQTRD/SOTO,M          /FN 875421/SEN 012237/00/      /      /      /      /
                        ID # DATE ID # DATE ID # DATE
WISH TO TRADE ID(S)   9834- 0816/  ___ - MMDD/  ___ - MMDD/
                        ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
      LAST NAME, INIT  FILE # LOF   TRDKEY
WITH  _____/    ___/    ___/    ___/
                        ID # DATE ID # DATE ID # DATE
      FOR ID(S)       ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
                        ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N)  _ /
                        ID # DATE KEY  ID # DATE KEY  ID # DATE KEY
FOR CHARTER ID       ___ - MMDD/  _ /  ___ - MMDD/  _ /  ___ - MMDD/  _ /
FOR OPEN ID          1485- 0816/  Y /  ___ - MMDD/  _ /  ___ - MMDD/  _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N)  Y/      PREF # ___/
TRIP TRADE REQUEST ON FILE 08061410

```



Submitting a trade request for an RDO with another Flight Attendant

15. In the WISH TO TRADE ID(S) section you will enter RDO under the ID# option and do not enter a date in the DATE option. Tab to the LAST NAME, INIT and enter the name of the Flight Attendant from whom you wish to pick up an ID, file number or LOF, and their trade key (if they have that option initiated). Then tab to place the ID you wish to pickup starting with the ID# and the date the ID starts.

```

REQTRD/SOTO,M          /FN 875421/SEN 012237/00/      /      /      /
                        ID # DATE ID # DATE ID # DATE
WISH TO TRADE ID(S)  RDO _ MMDD/  _ - MMDD/  _ - MMDD/
                        _ - MMDD/  _ - MMDD/  _ - MMDD/
      LAST NAME, INIT FILE # LOF   TRDKEY
WITH CURTIS,J _____/ 963452/ _____/ _____/
                        ID # DATE ID # DATE ID # DATE
      FOR ID(S)      1654- 0816/  _ - MMDD/  _ - MMDD/
                        _ - MMDD/  _ - MMDD/  _ - MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N) _ /
                        ID # DATE KEY ID # DATE KEY ID # DATE KEY
FOR CHARTER ID      _ - MMDD/  _ /  _ - MMDD/  _ /  _ - MMDD/  _ /
FOR OPEN ID         _ - MMDD/  _ /  _ - MMDD/  _ /  _ - MMDD/  _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N) _ /      PREF # ___/
  
```

16. Move your cursor to the end of the trade screen and press enter. You will receive confirmation that the trade has been awarded or rejected.

```

REQTRD/SOTO,M          /FN 875421/SEN 012237/00/      /      /      /
                        ID # DATE ID # DATE ID # DATE
WISH TO TRADE ID(S)  RDO _ MMDD/  _ - MMDD/  _ - MMDD/
                        _ - MMDD/  _ - MMDD/  _ - MMDD/
      LAST NAME, INIT FILE # LOF   TRDKEY
WITH CURTIS,J _____/ 963452/ _____/ _____/
                        ID # DATE ID # DATE ID # DATE
      FOR ID(S)      1654- 0816/  _ - MMDD/  _ - MMDD/
                        _ - MMDD/  _ - MMDD/  _ - MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N) _ /
                        ID # DATE KEY ID # DATE KEY ID # DATE KEY
FOR CHARTER ID      _ - MMDD/  _ /  _ - MMDD/  _ /  _ - MMDD/  _ /
FOR OPEN ID         _ - MMDD/  _ /  _ - MMDD/  _ /  _ - MMDD/  _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N) _ /      PREF # ___/

TRADE AWARDED
  
```



How to delete a trade (TRD) request

1. Type DSPREQ and press enter

```
»DSPREQ/  ACTN  DOM  FILE #  NAME
           _____/ _____/ _____/ _____/ , _
```

2. Under ACTN type TRD
3. Under DOM type your Domicile
4. Under FILE# type your 6 digit file number

```
»DSPREQ/  ACTN  DOM  FILE #  NAME
           TRD_/ ORD_/ 875421/ _____/ , _
```

5. Press enter

```
DSPREQ/ TRD / ORD / 875421 /
```

```
TO DISPLAY INDIVIDUAL REQUEST, TAB TO DESIRED DATE AND TRANSMIT
```

ACTN	DOM	FILE #	NAME	WITH	PREF
»DSPREQ/TRD	/ORD	/875421	/SOTO,M	/NORTON,M	/01/08*
»DSPREQ/TRD	/ORD	/875421	/SOTO,M	/MIDDLETON,J	/02/08*
»DSPREQ/TRD	/ORD	/875421	/SOTO,M	/BENTON,H	/03/08
»DSPREQ/TRD	/ORD	/875421	/SOTO,M	/SHAFFER,M	/01/08*
»DSPREQ/TRD	/ORD	/875421	/SOTO,M	/CARNEY,C	/01/08*
»DSPREQ/TRD	/ORD	/875421	/SOTO,M	/5011-17AUG#1	/02/08



6. If you have more than one request on file you will be shown the individual request screen where you can tab down to the request you would like to view or delete (shown above).
7. If you have only one request on file you will be taken directly to that request
8. Once you have pulled up the request you wish to delete at the top left you will see the indication XXXTRD. In the location of the XXX type DEL

```

DELTRD/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
                        ID #  DATE  ID #  DATE  ID #  DATE
WISH TO TRADE ID(S)   9834- 0816/  ___- MMDD/  ___- MMDD/
                        ___- MMDD/  ___- MMDD/  ___- MMDD/
      LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH  _____/    /    /    /
                        ID #  DATE  ID #  DATE  ID #  DATE
      FOR ID(S)        ___- MMDD/  ___- MMDD/  ___- MMDD/
                        ___- MMDD/  ___- MMDD/  ___- MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N)  _ /
                        ID #  DATE KEY  ID #  DATE KEY  ID #  DATE KEY
FOR CHARTER ID        ___- MMDD/  _ /  ___- MMDD/  _ /  ___- MMDD/  _ /
FOR OPEN ID           1485- 0816/  Y /  ___- MMDD/  _ /  ___- MMDD/  _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N) Y/      PREF # ___/

```

9. Move the cursor below the request and press enter
10. You will receive a message at the bottom of the screen saying TRIP TRADE REQUEST DELETED.

```

DELTRD/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
                        ID #  DATE  ID #  DATE  ID #  DATE
WISH TO TRADE ID(S)   9834- 0816/  ___- MMDD/  ___- MMDD/
                        ___- MMDD/  ___- MMDD/  ___- MMDD/
      LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH  _____/    /    /    /
                        ID #  DATE  ID #  DATE  ID #  DATE
      FOR ID(S)        ___- MMDD/  ___- MMDD/  ___- MMDD/
                        ___- MMDD/  ___- MMDD/  ___- MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N)  _ /
                        ID #  DATE KEY  ID #  DATE KEY  ID #  DATE KEY
FOR CHARTER ID        ___- MMDD/  _ /  ___- MMDD/  _ /  ___- MMDD/  _ /
FOR OPEN ID           1485- 0816/  Y /  ___- MMDD/  _ /  ___- MMDD/  _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N) Y/      PREF # ___/

TRIP TRADE REQUEST DELETED

```

