



How to Submit a Trade Request for a Reserve Assignment with Another Flight Attendant

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 place an X.

```
          ACTN FILE #  RSV
»DSPFAI/ TRD/ 875421/ X
```

7. Press enter

```
REQTRD/SOTO,M          /FN 875421/SEN 012237/00/          /          /R/
WISH TO TRADE DAY(S) OFF          MMDD/ MMDD/ MMDD/
                                MMDD/ MMDD/ MMDD/
WISH TO TRADE ID          _____ - MMDD/
          LAST NAME, INIT  FILE #  LOF          TRDKEY
WITH _____/ _____/ _____/ _____/
          WITH FA FOR DAY(S) OFF          MMDD/ MMDD/ MMDD/
          OR DAY(S) ON IF SELF TRADE          MMDD/ MMDD/ MMDD/
          WITH FA FOR ID          _____ - MMDD/
```



8. To trade reserve assignment with another Flight Attendant you will use the WISH TO TRADE ID section instead of WISH TO TRADE DAY(S) OFF section. In this section you would place the trip you were awarded through the Reserve process. Tab down to the LAST NAME section and enter the information for the Flight Attendant with whom you wish to trade your trip, their FILE# or LOF and their TRADE KEY if they have that option initiated. Then tab to WITH FA FOR ID section and enter the ID# of the other Flight Attendant.

```

REQTRD/SOTO,M          /FN 875421/SEN 012237/00/          /          /          /R/

WISH TO TRADE DAY(S) OFF      MMDD/ MMDD/ MMDD/
                                MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              9814- 0814/

      LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH CURTIS,J _____/ 963452/ _____/ _____/

WITH FA FOR DAY(S) OFF      MMDD/ MMDD/ MMDD/
OR DAY(S) ON IF SELF TRADE  MMDD/ MMDD/ MMDD/
WITH FA FOR ID              5054- 0814/

```

Note: In order for a Reserve Flight Attendant to trade their assigned ID with another Flight Attendant the following is required:

- **The ID must be the same number of days**
- **The ID must depart the same day**
- **If the ID trade is between a Reserve and a Lineholder, the ID credit time can not differ by more than two (2) hours (this requirement does not apply with Reserve to Reserve trip trades)**

A Reserve who enters into a trade with a Lineholder for an ID having a greater value will now be considered to have opted over 100 hours for the remainder of the schedule month.



9. Move the cursor below the last line of text displayed on the request screen and press enter.

```
REQTRD/SOTO,M          /FN 875421/SEN 012237/00/      /      /      /R/

WISH TO TRADE DAY(S) OFF      MMDD/ MMDD/ MMDD/
                                MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              9814- 0814/

      LAST NAME, INIT  FILE #  LOF      TRDKEY
WITH CURTIS,J_____/ 963452/ ____/ ____/

WITH FA FOR DAY(S) OFF      MMDD/ MMDD/ MMDD/
OR DAY(S) ON IF SELF TRADE  MMDD/ MMDD/ MMDD/
WITH FA FOR ID              5054- 0814/

TRADE REQUEST AWARDED
```

10. You will receive confirmation that the trade has been awarded or rejected.
11. Because you are trading your trip with another Flight Attendant the trade is processed immediately.

