



DID YOU KNOW?

How to Submit/Delete a Lineholder Trip Trading Preference with Open Flying

How to Submit a Lineholder Trip Trading Preference with Open Flying in 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 PREF
»DSPFAI/ ___/ ___/ _ / _ /

```

4. Under ACTN type TRD
5. Under FILE # type your 6 digit file number
6. Under RSV leave blank.
7. Under PREF place an X *

```

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

```

8. 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/
TYPE OF ID(X): OPEN ID _/ CHARTER ID _/ EITHER _/
BACK-TO-BACK IDS:(Y/N) _/ MAX DAYS(2-7) _/
DATE(S) DESIRED: MMDD/ MMDD/ MMDD/ MMDD/ MMDD/ MMDD/
ID(S): ___ - _/ ___ - _/ ___ - _/ ___ - _/ ___ - _/ ___ - _/
TYPE OF FLYING: DOM _/ INTL _/ EITHER _/ WORK POSITION: _/
# DAYS PREF: ___/ ___/ ___/ ___/ ___/ ___/ CRTM:MIN ___/MAX ___/
L/O STA: ___/ ___/ ___/ ___/ ___/ ___/ CO-TERMS: ___/ ___/
EARLIEST CK-IN: ___/ LATEST ARVL: ___/
EQP:737 _/777 _/767 _/744 _/757 _/320 _/C57 _/C67 _/787 _/ ___/
      (USE 'P' FOR PREFER AND 'R' FOR REJECT)
RETAIN IF REJECTED(Y/N) _/ TRADE WITH OPEN PREF # ___/

```

* **NOTE:** if you do not enter an X in the PREF field, it will default to the traditional trade screen without preferences.



NOTE: If you place an 'X' in the PREF field of the initial request, it is critical that you understand selection of any **criteria** in the lower half of the screen may result in your being assigned to an open ID **even if you entered a specific ID number in the top half of the request screen.** The best rule to follow: **Do not fill in any items in the second half the request screen if you only want to enter into a trade with a specific ID number.**

Submitting a preference trade request with open flying:

9. Enter the ID#(s) and the DATE(s) on which the ID(s) currently in your LOF operates.
10. Then tab to one of the following; OPEN ID, CHARTER ID, or EITHER and place an X in the field of the type of trip you wish to trade into.
 - OPEN ID – Consider only non-charter IDs
 - CHARTER ID – Consider only charter IDs
 - EITHER – Consider all open IDs, including Charter IDs
11. Then tab to the BACK-TO-BACK IDS field. If you would like to have Back-to-Back ids place a Y or N in the BACK-TO-BACK IDS field. If you leave the position blank the commuter will assume you do NOT want back-to-back IDs.
12. Then tab to the MAX DAYS (2-7) field. Designate the maximum number of ID days you would like to trade into (enter any number between 2 and 7). This field only applies when requesting a trade into back-to-bake IDs.
13. Then tab to the DATE(S) DESIRED field and enter the date(s) you would like to trade into. **NOTE:** if you enter more than one date, each date will be evaluated one at a time for a match, and for back-to-back IDs, each date is considered as the date of the first ID.
14. If you would like to preference specific IDs on the dates listed in the field above then tab to the ID(S) field and enter each ID number you would like to trade into. **NOTE:** Each ID number will be considered on each date in the DATE(S) DESIRED field.
15. Each Preference has the option to include Open Flying Criteria. To enter each criteria tab to the correlating criteria.
 - TYPE OF FLYING – Select either DOM, INTL, or EITHER. **NOTE:** If you have no preference between domestic and international you **must** choose EITHER, and you are only required to choose one of these selections if you choose any of the further criteria below.
 - WORK POSITION – Select one of the following: F, B, G, or Y. If you have no preference to what position you want to work then leave blank.
 - # DAYS PREF – Designate the number of days the trip contains. If you do not have a preference to how many days the ID contains leave blank.
 - CRTM MIN/MAX – Select the minimum and maximum hours of bid time. If you do not have a preference to the minimum or maximum hours your ID contains then leave blank.
 - L/O STA – Preference the layover locations within the ID. If one of the layover choices are a matches to one of the layover locations in an ID, that ID is a potential match. If you do not have a preference to a layover location leave this field blank.
 - CO-TERMS – If your Domicile location has more than one location you may preference a specific Co-Terminal within your domicile. If you have no preference to co-terminals then leave this field blank.
 - EARLIEST CK-IN – Preference the earliest check-in time you would like for the ID. If you have no preference to check-in then leave the field blank



- LATEST ARVL – Preference the latest arrival time you would like for the ID. If you have no preference to what time the arrival time of the ID is leave this field blank.
 - EQP – Choose the aircraft type you would like to have as a preferred aircraft for a rejected aircraft. Place a P in front of the aircraft you would like to preference and place a R in front of the aircraft you would like to exclude from consideration.
16. Tab to 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 your seniority 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.
17. Tab to TRADE WITH OPEN PREF #. This field allows you to choose the priority of the current trade you are placing on file. If you have other trades on file, by placing this trade at a higher priority, it will be considered before the other trades 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/
TYPE OF ID(X):  OPEN ID ___/  CHARTER ID ___/  EITHER X/
BACK-TO-BACK IDS:(Y/N) X/  MAX DAYS(2-7) 3/
DATE(S) DESIRED: MMDD/ MMDD/ MMDD/ MMDD/ MMDD/ MMDD/
ID(S):  ___- ___/  ___- ___/  ___- ___/  ___- ___/  ___- ___/
TYPE OF FLYING:  DOM ___/  INTL X/  EITHER ___/  WORK POSITION: Y/
# DAYS PREF:  ___/  ___/  ___/  ___/  ___/  ___/  CRTM:MIN 15 ___/MAX ___/
L/O STA:  ___/  ___/  ___/  ___/  ___/  ___/  CO-TERMS:  ___/  ___/
EARLIEST CK-IN: 1500/  LATEST ARVL:  ___/
EQP:737 P/777 ___/767 R/744 ___/757 ___/320 ___/C57 ___/C67 ___/787 ___/ ___/
      (USE 'P' FOR PREFER AND 'R' FOR REJECT)
RETAIN IF REJECTED(Y/N) Y/  TRADE WITH OPEN PREF # 2 ___/

```

18. 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/
TYPE OF ID(X):  OPEN ID ___/  CHARTER ID ___/  EITHER X/
BACK-TO-BACK IDS:(Y/N) X/  MAX DAYS(2-7) 3/
DATE(S) DESIRED: MMDD/ MMDD/ MMDD/ MMDD/ MMDD/ MMDD/
ID(S):  ___- ___/  ___- ___/  ___- ___/  ___- ___/  ___- ___/
TYPE OF FLYING:  DOM ___/  INTL X/  EITHER ___/  WORK POSITION: Y/
# DAYS PREF:  ___/  ___/  ___/  ___/  ___/  ___/  CRTM:MIN 15 ___/MAX ___/

```



```
L/O STA: ___/___/___/___/___/___/ CO-TERMS: ___/___/
EARLIEST CK-IN: 1500/ LATEST ARVL: ___/
EQP:737 P/777 _/767 R/744 _/757 _/320 _/C57 _/C67 _/787 _/
      (USE 'P' FOR PREFER AND 'R' FOR REJECT)
RETAIN IF REJECTED(Y/N) Y/          TRADE WITH OPEN PREF # 2___/
TRIP TRADE REQUEST ON FILE 08061410
```

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

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

```
XXXTRD/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/
TYPE OF ID(X): OPEN ID_/ CHARTER ID_/ EITHER X/
BACK-TO-BACK IDS:(Y/N) X/ MAX DAYS(2-7) 3/
DATE(S) DESIRED: MMDD/ MMDD/ MMDD/ MMDD/ MMDD/ MMDD/
ID(S): ____ -_/ ____ -_/ ____ -_/ ____ -_/ ____ -_/ ____ -/
TYPE OF FLYING: DOM_/ INTL X/ EITHER_/ WORK POSITION: Y/
# DAYS PREF: 3/ ___/ ___/ ___/ ___/ ___/ CRTM:MIN 15_/MAX ___/
L/O STA: ___/ ___/ ___/ ___/ ___/ ___/ CO-TERMS: ___/ ___/
EARLIEST CK-IN: 1500/ LATEST ARVL: ___/
EQP:737 P/777_/767 R/744_/757_/320_/C57_/C67_/787_/ ___/
(USE 'P' FOR PREFER AND 'R' FOR REJECT)
RETAIN IF REJECTED(Y/N) Y/ TRADE WITH OPEN PREF # 2___/
```

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.

```
XXXTRD/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/
TYPE OF ID(X): OPEN ID_/ CHARTER ID_/ EITHER X/
BACK-TO-BACK IDS:(Y/N) X/ MAX DAYS(2-7) 3/
DATE(S) DESIRED: MMDD/ MMDD/ MMDD/ MMDD/ MMDD/ MMDD/
ID(S): ____ -_/ ____ -_/ ____ -_/ ____ -_/ ____ -_/ ____ -/
TYPE OF FLYING: DOM_/ INTL X/ EITHER_/ WORK POSITION: Y/
# DAYS PREF: 3/ ___/ ___/ ___/ ___/ ___/ CRTM:MIN 15_/MAX ___/
L/O STA: ___/ ___/ ___/ ___/ ___/ ___/ CO-TERMS: ___/ ___/
EARLIEST CK-IN: 1500/ LATEST ARVL: ___/
EQP:737 P/777_/767 R/744_/757_/320_/C57_/C67_/787_/ ___/
(USE 'P' FOR PREFER AND 'R' FOR REJECT)
RETAIN IF REJECTED(Y/N) Y/ TRADE WITH OPEN PREF # 2___/
TRIP TRADE REQUEST DELETED
```



