

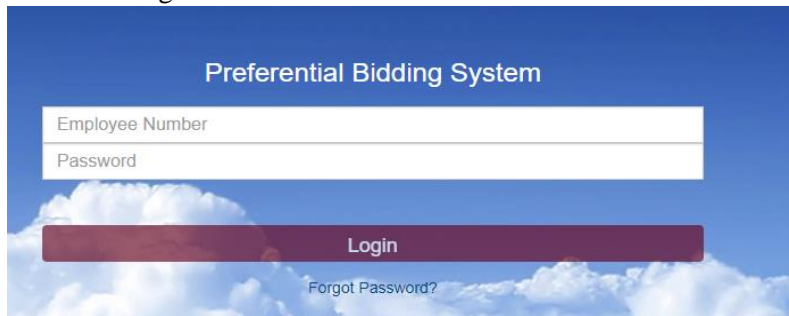
# PBS Quick Start

## 1) Clear your browser cache

- Instructions are in the [PBS Reference Handbook](#) which can be found on your EFB or at <http://www.alpa.org/dal/-/media/DAL/Documents/Committees/PBS/Other/PBS-Reference-Handbook.pdf>.

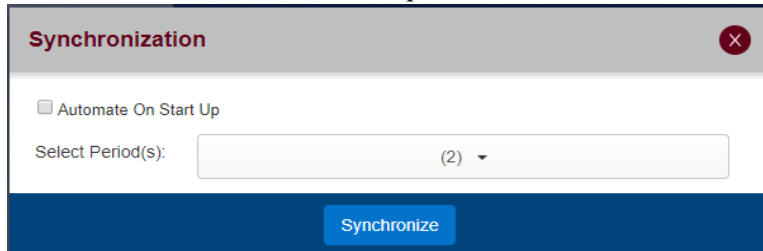
## 2) Log on to PBS at <https://dalpbs.navblue.aero/webapp/#/>.

- Use your 9-digit employee number
- PBS does not require you to change your password. If it is your first time logging in, use your 9-digit employee number for both fields
- Click Login button



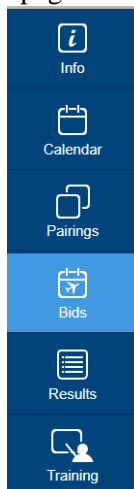
## 3) Click Synchronize

- Ensure “Automate On Start Up” is NOT selected.

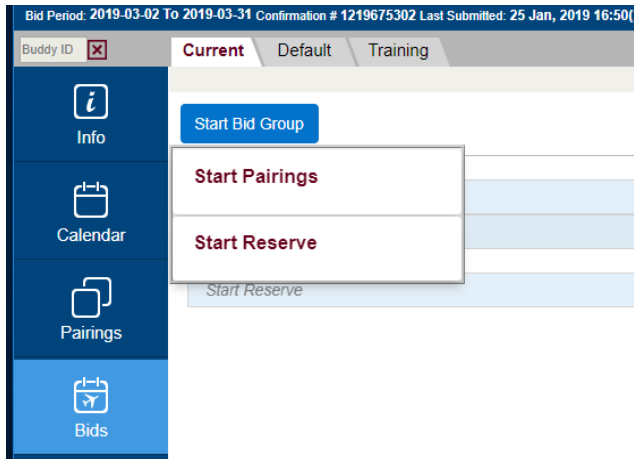


## 4) Click on Bids Tab

- First page that comes up is the Info tab. On the left-hand side are the other tabs.

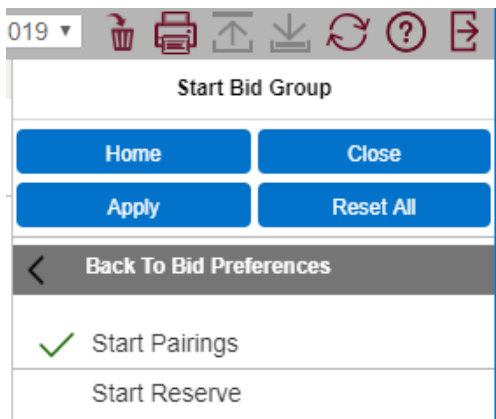


5) Click Start Bid Group button. Then click either Start Pairings or Start Reserve.



6) Click Apply

- a. After you select either Start Pairings or Start Reserve, on the right side of the screen you will see your selection with a green checkmark next to it. The Apply button is just above the checkmark.



7) Enter your Preferences

- a. After you select Apply, the Bid Preference Editor automatically opens up so you can now tell PBS what you want and don't want in this bid group.

b. Basic Bid Technique – Reserve line

Prefer off

- i. Can be all on one line, order of importance left to right
- ii. Put most important first

c. Basic Bid Technique – Regular line

- i. Prefer off first
  1. Can be all on one line, order of importance left to right
  2. Put most important first
- ii. Avoids
  1. Pairings you do not want (layovers, report times, pairing numbers)
- iii. Awards
  1. The prefer off and avoids will filter available pairings for your award pool

### Bid Preference Editor for a Pairing Bid Group

Bid Preference Editor	
Home	Close
Apply	Reset All
Start Bid Group	
Prefer Off	
Award Pairings	
Avoid Pairings	
Instruction	
Set Condition	
Waive	

### Bid Preference Editor for a Reserve Bid Group

Bid Preference Editor	
Home	Close
Apply	Reset All
Start Bid Group	
Prefer Off	
Set Condition	

### 8) Example of how to enter days off preference:

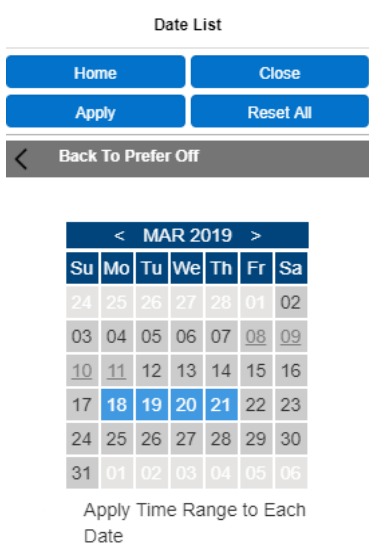
- a. Click Prefer off

Home	Close
Apply	Reset All
Start Bid Group	
✓	Prefer Off
Award Pairings	
Avoid Pairings	
Instruction	
Set Condition	
Waive	

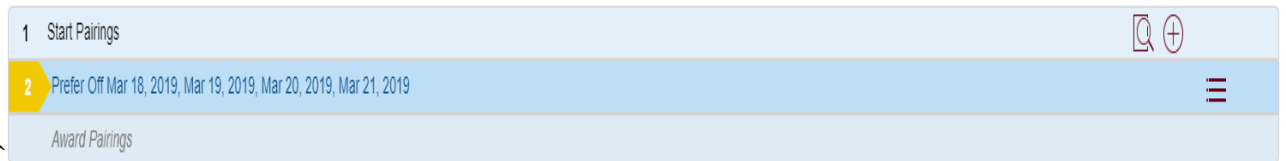
- b. Click Date List

Prefer Off	
Home	Close
Apply	Reset All
<a href="#">← Back To Bid Preferences</a>	
✓	Date List
Date Range	
Weekends	
Day Of Week List	
Day Of Week Range	
Else Start Next Bid Group	
All or Nothing	

- c. Click on the dates you would like off in priority order



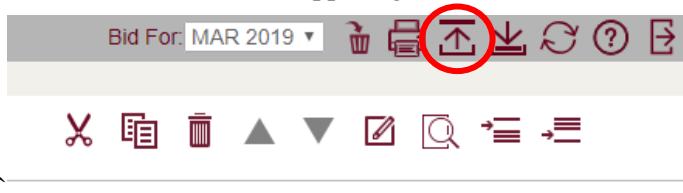
- d. After all your dates are selected, click Apply. Clicking Apply is what creates the line to the left.



- e. Repeat this process to add additional lines.

9) Submit your bid!

- a. The Submit button in the upper right corner of the screen



10) Want to learn more?

- a. Visit the [PBS Help page](https://www.alpa.org/dal/Committees/PBS/PBSHelp) at <https://www.alpa.org/dal/Committees/PBS/PBSHelp>.
- b. Read the [PBS Reference Handbook](http://www.alpa.org/dal/-/media/DAL/Documents/Committees/PBS/Other/PBS-Reference-Handbook.pdf) at <http://www.alpa.org/dal/-/media/DAL/Documents/Committees/PBS/Other/PBS-Reference-Handbook.pdf>.
- c. Visit the [Crew Resources/Scheduling page](https://deltaairlines.sharepoint.com/company/FlightOperations/CrewResourcesAndScheduling/) on Deltanet: <https://deltaairlines.sharepoint.com/company/FlightOperations/CrewResourcesAndScheduling/>.