

DECS ENTRIES

HI1.....To see your current months schedule.

HI2.....To see your last months schedule prior to the opening of the monthly schedule bid for the next month bidding, once bids for the next month are final and closed this entry (HI2) will show you your next month schedule.

HI3.....To see your current or last assignment.

HI4To see your last assignment, only works once you have begun or signed in for your current assignment.

HI5.....To see your next assignment (only works after you confirm your next day assignment).

HI6.....To retrieve your messages (HI6A & HI6P to print).

HI16.....To retrieve your already read messages for that day or enter previous date that month to retrieve those messages.

HI*9.....To retrieve your qualifications record (after IOE).

HI12/month.....To retrieve your actual monthly up to date per diem.

HI33/D/date/RTo view RSV list

NS/flight#To view who your flight crew is

B*(employee #).....Fist Name for Employee #

NST/flight#/date/baseTo view your crew with their nicknames

N3D0/base//dateTo view available open trips

N4D/base/aircraft type/dateOpen time that includes the number of days of scheduled flying, number of legs scheduled each day, and overnight city.

HIPH/H/home number...To add your home phone number (substitute the /H/ for /B/ to add business phone number and /T/ to add temporary phone number)

RF ENTRIES

(BASE) Base Designator. DFW=D, ORD=C

AIRCRAFT CLEANLINESS REPORT..... RF 200 ACFT¶
SHOW NO GO PAY.....RF 200 NOGO¶
DONATE VACATION DAYS.....RF 200 DON8¶
DOWNGRADE COMPENSATION.....RF 200 DOWN¶
IOE INSTRUCTOR TO ENTER QUAL TIMES.....RF 200 IOE ¶
PAYCOMP INQUIRY.....RF 200 PAY ¶
CONTINUING QUALIFICATION BID FORMRF 200A REC¶
WEIGHT & BALANCE FOR CRJ.....RF 201 CRJ ¶
WEIGHT & BALANCE FOR EMB.....RF 201 EMB ¶
WEIGHT & BALANCE FOR E175RF 201 E75¶
BASE TRANSFER FORMRF 200 TXFR¶
FMLA REQUEST.....RF 10 FMLA ¶
MOVE DAY REQUESTRF 200 MOVE¶
VACATION MOVE REQUESTRF 200A VAC¶
TRADE BETWEEN 2 FA'S.....RF 200(Base) TRAD
SWAP WITHIN OWN RSV SHCD RF 200(BASE) SWAP
PICK UP FLYING IN ANOTHER BASE RF 200(BASE) OUT
For example if based in ORD you would use RF 200D OUT
TRAINING CONFLICT WITH GOLDEN DAYS-----RF 200 GOLD
RSV DROP REQUESTRF 200(BASE) DROP
REQUEST A RETURN DAY DUE TO JM.....RF 200(BASE) RTD
ENTER A RESERVE PREFERENCE FOR THE NEXT DAY.....RF 200(BASE) RSV