Crew Use Only

Bid Builder

User guide · bid.crewuseonly.ca · v2.8.1

> **Bid Builder lives at bid.crewuseonly.ca.** It's one of the Crew Use Only tools, along with Pay Checker and Galley Prep. You'll find all three at crewuseonly.ca.

Bid Builder reads your monthly bid package and lets you sort, filter and compare the pairings, then put your bid list together in the order you want. It works for cabin crew and pilots. Your package and your list stay on your device. Nothing is uploaded.

> **New in v2.8.1:**
>
> - **Want dates** keeps only the trips that fit **entirely inside** the dates you pick. Pick one date and you get day trips. Pick the 3rd to the 6th and you get everything from one to four days that fits in them.
> - Every trip shows **CR/DAY**, the credit it pays for each day it uses up, with a **Min CR/Day** filter to go with it.
> - **Remember these filters for next time** keeps the way you filter on your device and puts it back when you load next month's package.
> - **Min layover** can apply to at least one layover or to every layover.
> - The **Bid List** tab shows how many trips are on your list, and a dot when the Bid Checker has something to say.

> **Bid Builder is a planning tool, not a bidding system.** It doesn't connect to PBS or send anything to the airline. When your list is ready, you still enter it into your company's PBS yourself.

1. Getting started

Step	How
Open it	Go to **bid.crewuseonly.ca** on your phone, tablet or computer.
Add it to the Home Screen	Optional. On an iPhone or iPad, tap Share (the square with an arrow), then Add to Home Screen. In Chrome, use Install app.
Load your bid package	Tap **Browse Files** or drop the file on the box. A PDF or text file both work.
More than one package?	Pick several files at once, or tap **+ Add package** after the first one loads (for example two fleets from the same base, or an English and a French package). Trips that show up twice are only kept once, and each pairing is tagged with the package it came from.

New to Bid Builder? Tap **Take a tour** at the bottom of the start page, then pick a sample airline. It loads a sample bid package and walks you through the app with a few quick tips. The airlines are fictional, and nothing from the tour is saved.

Sample pairings that some packages print on the first pages are spotted and left out, so they never end up in your list.

> ✓ **Offline ready — saved for airplane mode.** Open Bid Builder once with internet and it saves itself to your device, PDF reader and user guide included. When it's done, you'll see that green line under the name, and from then on you can load a package and work on your bid with no signal. While you're offline, a small *No network* tag shows up beside it.

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2. Pairings

Every pairing in the package is listed with its number, route, length, number of legs, the dates it operates, the crew it needs and the report time. On the right are its credit (CR), time away from base (TAFB), per diem (P/D) and value.

Column	What it means
Crew badge	The crew the pairing needs, as the package prints it, such as **4FA** or **1CA 1FO 3FA**. Where a package splits the cabin crew across two figures, both are added together.
CR	Credit for the whole pairing.
CR/DAY	Credit for each day the trip uses up: credit divided by the number of days it occupies. A trip released after 00:59 has used up the next day as well, so the same credit is spread over one more day.
TAFB	Time away from base, from report to release.
P/D each	Per diem for one crew member. Bid Builder uses your airline's own word and currency from the bid package, so it may read Allowances, Expenses or Meals instead, in £, € or another currency.
VAL	Value: credit divided by TAFB, as a percent. Higher means more credit for the time you're away.

The list opens in bid-package order. Use the buttons along the top to sort by **Date**, **Days**, **Credit**, **TAFB**, **Value**, **CR/Leg**, **P/D** or **RPT** (report time); tap the same one again to flip the order, or tap **Package** to go back. The **Expand / Compact** switch shows every leg and layover, or folds them back up. Tap any pairing to open or close it on its own.

Filters

Filters sit on the left on a computer. On a phone they open full screen; tap **Apply Filters** when you're done. **Clear** resets them all.

What counts as a day. Every date filter measures a trip in days that run from **01:00 to 00:59** the next morning, in your base's local time. A trip that checks in on the 7th and releases at 00:30 on the 8th has worked the 7th only, so

the 8th is still yours. A trip releasing at 02:00 on the 8th has worked both. The same rule decides what Want dates keeps, what Avoid dates hides, which dates you can pick for a trip, and whether a Day off line in your bid list clashes with a trip.

Remember these filters for next time. Tick the box at the top of the filters and Bid Builder keeps the way you filter on this device, then puts it back when you load your next package. Kept: destinations, want and avoid airports, deadhead airports, layover city, minimum layover and its setting, layover length, report and release times, start day, flight number, trip length, maximum legs, no deadheads, no red-eyes, crew, minimum credit, minimum value, and the sort you were using. Not kept: want dates, avoid dates, days off and the blocking window, because those change every month. Anything saved that your new package does not have — an airport it does not fly, a trip length it does not have — is left out, and a line tells you how many. Untick the box to forget the lot.

On a phone or tablet, boxes that take a range, such as report time or flight number, open the full keyboard so you can type the dash (tap **123** for the numbers). Boxes that only take a number open the number pad. If an entry can't be read, a red note under the box says why.

Filter	What it does
Search	A pairing number or an airport code.
Report time / Release time	Use the 24h clock, e.g. 0700-1400 or 1500-2100. A range that ends earlier than it starts runs overnight: 2200-0200 is 22:00 through 02:00. Use one or both.
Destinations	**All pairings**, **Domestic pairings** (only Canadian flying: every airport starts with Y) or **Avoid USA** (hides any pairing with a leg into or out of the USA or a US territory, such as Puerto Rico or the US Virgin Islands, deadheads included; every other airport stays).
Want / Avoid airports	Keep pairings that touch an airport, or hide them.
First leg / Last leg deadhead	Handy for commuters. Pick one or more airports to keep trips that start with a deadhead out of base to one of them, or end with a deadhead back to base from one of them. Only airports with those deadheads in your package are listed.
Layover city, Min layover, Layover length	Pick layover cities, a minimum layover in hours (20, 9.5 or 9:30), or a span such as 9-14 or 9:30-14:00. Min layover has two settings: **At least one** keeps a trip if any one of its layovers meets the minimum, and **Every layover** keeps it only if they all do.
Start day	The day of the week the pairing starts.
Want dates	Only trips that fit **entirely inside** the dates you pick, start to finish. One date gives you day trips; four consecutive dates give you one- to four-day trips that fit inside them. A trip that also operates on other dates stays in the list, and the dates that do not fit are greyed out when you pick your days.

Filter	What it does
Avoid dates	Hides a trip only when every date it operates runs through a date you are avoiding. Otherwise it stays listed and the avoided dates are greyed out when you pick your days.
Days off	Hides any pairing that works that weekday on any of its days.
Flight #	A flight number, such as 801, or a range, such as 100-1000.
Trip length, Max legs per day	Pick from the trip lengths in your package (only the lengths it actually has are listed), and the most legs you want in a day.
No deadheads, No red-eyes	Hide pairings with a deadhead leg (on any airline), or a flight scheduled through 0200 local.
Crew	The crew complement printed in the package, such as 4FA or 9FA.
Min credit, Min value %	Only pairings at or above those numbers. Min value % lists them lowest value first.
Min CR/Day	Only trips that pay at least this much for each day they use up. Useful if you want to work fewer days for the same credit: a day trip that releases at 02:00 has taken two days, so it needs twice the credit to reach the same figure as one that gets you home by 00:59.

3. Top 10 List and Compare

Top 10 List shows six lists: Most Credit, Best Value (CR/TAFB), Best CR/Leg, Top Per Diem / FA, Latest Report and Longest Layover. Each list shows the top 10 trips, with a short line under its title saying what it ranks. Tap a row for the full details, or use Expand all and Compact above each list.

Compare puts up to three pairings side by side. Tap **VS** on a pairing to add it, and tap it again to take it out.

4. Building your bid list

Tick the box on a pairing to add it. If it runs on more than one date, a calendar opens laid out Monday to Sunday, like the bid package. Pick the dates you want, or tap All dates, and check the preview at the bottom before you tap **Add to Bid List**. To change the dates later, use **Edit dates** on that line.

The list starts at 32 lines and can go up to 50. Use the arrows beside **Bid list length** to match your PBS. If you shorten it, lines past the new limit are taken off the end.

Preference lines

These buttons sit along the top of the Bid List tab. Each one opens a short list to pick from.

Button	Adds
Day off	A single date off, from 01:00 that day to 00:59 the next.
DOW off	A day of the week off, such as Mondays.
Layover	A layover city you'd like.
Want airport	An airport you'd like to touch.
Trip length	A trip length you'd like, from the lengths in your package.
Avoid	An airport, layover city or trip length to stay away from.

Bid Builder won't let you add the same line twice, or ask for something and avoid it in the same list.

Four ways to see your list

View	What you see
List	Your lines in order, with credit and per diem and a running total. Drag a line number onto another line to move it, or use ^ and v to move one place. × removes a line, and Undo remove brings it back.
Calendar	One row per line across the month, so you can see the gaps. The bottom row counts how many lines cover each day.
Month	A normal Monday to Sunday month with each line in its own colour. × takes a line off.
PBS Entry	A clean table to keep open beside PBS while you type your bid in. **Copy All** and **Download .txt** are here. Tap the arrow or **Expand all** to see the pairings.

My Hours

Open **My Hours** in the Bid List tab to add carry-in credit from last month and anything already on your schedule: training, meetings, union days, vacation and so on. Each one gets a type, a name, the dates and its credit (use 0 for vacation or unpaid days). They show on the calendars, count toward your totals and the checks below, and you'll get a warning if a pairing lands on one of those days.

When your work rules are on file, My Hours also has **Minimum Rest**. It starts blank. Set your minimum rest at home base for the month you are bidding for, and the Bid Checker will use it. Until you set it, the Bid Checker does not check rest between trips. It stays set on your device until you change it.

Blocking window

Enter the lowest and highest credit you want for the month. The running total turns green inside that range and red when you're over.

5. Bid Checker

As your list grows, Bid Builder checks it and lists anything worth a second look. Tap × to hide an alert; Show dismissed brings them back. When your airline's work rules are on file, the panel is called **CA Compliance Checker** and shows which agreement and version it's using.

Check	When it shows up
Duplicate	Two lines are the same.
Conflict	You've asked for something and avoided it in the same list.
Overlap	Two lines share dates, or a pairing lands on a pre-assigned day. If one is a backup for the other, that's fine.
Late release	A trip releases after midnight on a day one of your Day off lines asks for. The message names the release time so you can judge it.
Rest	Less than the minimum rest at base between one pairing’s release and another’s report, including releases after midnight. Runs only once you set Minimum Rest in My Hours.
Consecutive days	Lines that could add up to more days on duty in a row than your agreement allows.
Red-eye buffer	A pairing may be too close after a red-eye.
Credit	Over the monthly maximum, past the point where overtime starts, or under the full-time minimum.
Days off	If everything were awarded, you'd have fewer days off than the minimum.

Rest, consecutive days, red-eye, credit and days-off checks follow your airline's collective agreement, using the version in force for that bid month. They run only when Bid Builder recognizes your bid package and has your work rules on file. If it doesn't, a note after upload says so, and only the duplicate, conflict and overlap checks run. If you have a copy of your agreement, you can send it through the contact page on crewuseonly.ca. These checks are only a guide: your collective agreement and your airline's rules always come first.

6. Copying and sharing your list

Button	What it does
Copy bid text	Copies your list as plain text, one line per bid line, ready to paste into Notes or a message.

Button	What it does
Copy snapshot text	Copies a dated copy of your list as text, to keep or send.
Copy snapshot link	Copies a link to your list. The other person loads the same bid package, opens the link, and Bid Builder asks before replacing their list with yours.
Copy All / Download .txt	In PBS Entry. Copies the table, or saves it as bid-list.txt.

7. Saving, offline and updates

- Your list, My Hours, blocking window and list length save on their own for each bid package. Load the same package later and it all comes back.
- If your device won't let Bid Builder save (a private window, or storage is full), a red note says so. Copy your list before you close Bid Builder.
- **Reset** clears the package and its saved list. It asks you first.
- Everything is kept in your browser on that device. Clearing website data, using a private window, or switching devices starts you off blank.
- Updates load on their own the next time you open Bid Builder with internet. If one arrives while it's open, a **New version ready** bar shows at the bottom. Tap **Reload** when you're done, or × to close it and keep working.
- **Night mode** gives you a dark screen. Tap Day mode to switch back. Bid Builder opens in the mode you last used on that device. Until you pick one, it follows the device's own day and night setting.

If it won't work offline

Problem	Try this
No green Offline ready line	Open Bid Builder with internet and wait a few seconds on the first screen. The line appears once it's saved.
Worked before, not now	Safari can clear saved websites you haven't opened in a few weeks. Open Bid Builder with internet before your next trip and it saves itself again.
Blank screen from the Home Screen icon	Connect to the internet, open the icon, and pull down to refresh once.
It looks out of date	Close it fully and open it again with internet. On a computer, do a hard refresh: Cmd+Shift+R on a Mac or Ctrl+Shift+R on Windows.

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Bid Builder can be tailored to any airline's work rules and union contract.