

# ISAP/AIL Quick Reference Guide:

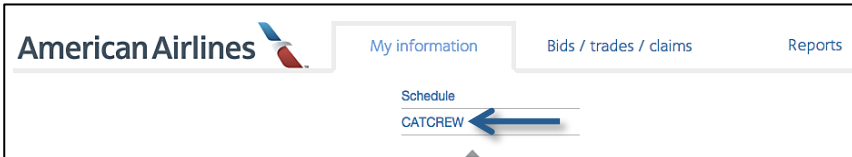
## IMPORTANT:

-For exact ISAP/AIL functions, capabilities and details please reference the ISAP/AIL Manual or Section 10 – Scheduling in the 2013 “RedBook”.

-For Instructions on how to use the CatCrew Emulator please reference the CatCrew section of your PBS binder manual.

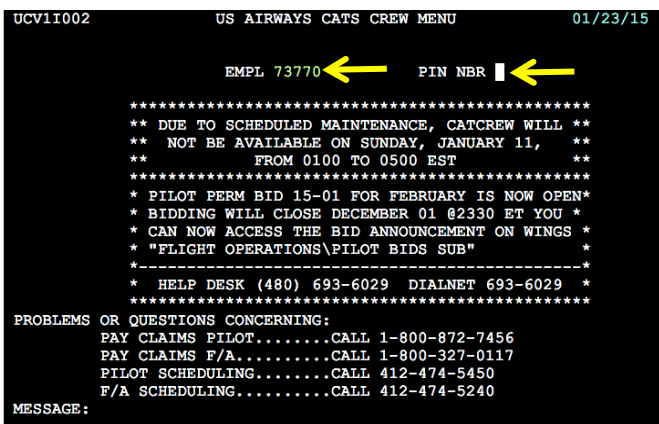
### Step One:

From the Main Crew Portal page, under the “My information” tab, select the “CATCREW” link



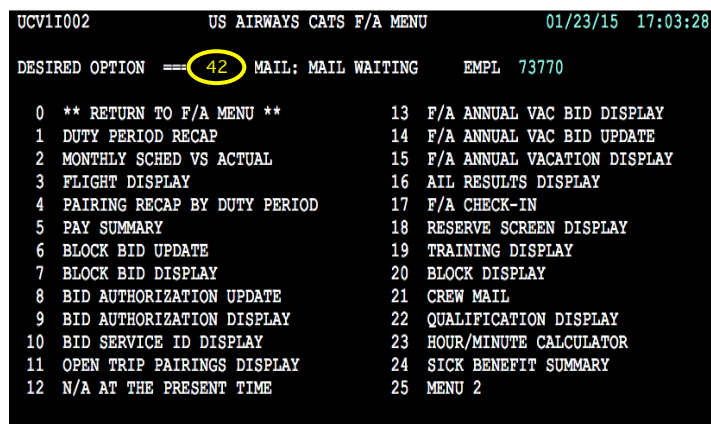
### Step Two:

Login into CatCrew Emulator with CatCrew # and 4 digit pin.



### Step Three:

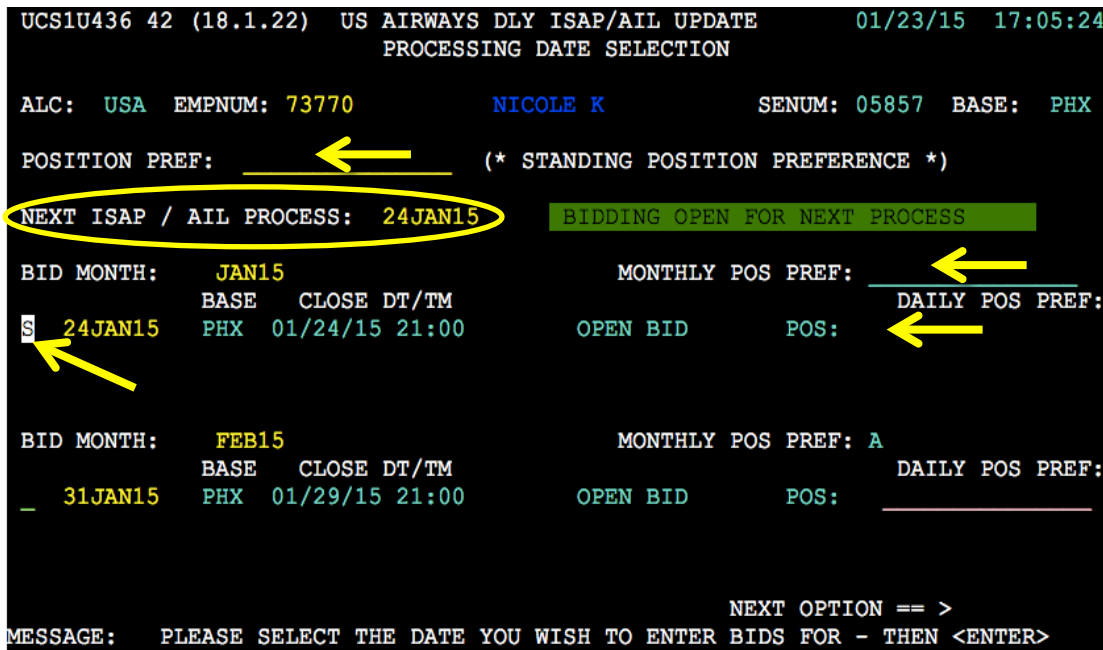
Type in: **42** in the “Desired Option” field for ISAP/AIL Bid Input.



### Step Four:

When you get to the Processing Date Selection screen, the following options are shown:

- Next ISAP/AIL Process Date
- Lines to input position preferences in: Standing, Monthly and Daily processing (Suggested for PHX Based Only)
- You can select the Bid Month by placing an “S” next to the month/date you want to bid in and press **ENTER**.



## Step Five:

Once in the ISAP/AIL Update Screen you will be allowed to bid 50 "Units" or a 500 Bid MAX. You can use these Unit screens for bidding to: Drop or Add or Drop and Add trips utilizing a variety of bidding methods. You will see a list of scheduled Trips/Activities on your line to the left in the Trips column with Trip Number and Duty Period. You can use the tab key to move over to the line beside the Trip/Duty Period and place an "X" on the line to do a Drop bid for that trip or multiple trips within this Unit(4 drop max per Unit). You will also notice some of the information about your ISAP/AIL bid at the bottom including:

- PROJ PAY (Projected Pay)
- MIN/MAX Hours (see 2013 "Red Book" Contract or ISAP/AIL Manual for MIN/MAX Hours details)
- BIDS (Amount of Bids entered)
- ERROR (Any current line legality Errors or Drop/Add Errors will be show down below)

```
UCS1U436 42 (18.1.22) US AIRWAYS DLY ISAP/AIL UPDATE 01/23/15 17:08:28
ALC: USA EMPNUM: 73770 NICOLE K SENUM: 05860 MONTH: JAN15
BASE: PHX SAP/AIL DTE: 24JAN15
UNIT 001 OF 001 SKIP TO UNIT: 001 LAST UPDATED: 01/23/15 AT: 08:08
DT TRIPS D DT TRIPS D EXPND CLOSING DATE: AT:
01 06128/1 16 1
02 06128/2 17 2
03 06128/3 18 3
04 09411/1 19 88361/1 X 4
05 09411/2 20 88361/2 5
06 09411/3 21 88211/1 6
07 22 88211/2 7
08 VAC 23 8
09 VAC 24 9
10 VAC 25 88370/1 10
11 VAC 26 88370/2
12 VAC 27
13 VAC 28
14 VAC 29
15 30

ETB NET:
PROJ PAY: 8733 MIN/MAX 04000 / 09500 HOURS
PAGING FUNC: PASS TO DAILY: NO
UPDATE UNIT: PERSIST UNIT:
ISRT BEFORE: EXPIRE:
BIDS: 0000 NEXT OPTION == >

MESSAGE: ERROR: UNIT CONTAINS NO DROP OR ADD CHOICES - UNIT WAS NOT SAVED
```

### PBS Line Awards – MAX

40hrs-90hrs = 95hr ISAP MAX  
90:01hrs-110hrs = 115 ISAP MAX

## Step Six:

You can ADD specific or generic trip choices on the ADD lines to the right, you get 10 ADD lines per page and up to 10 pages per Unit and a MAX of 500 total Bids per F/A to input. Only One ADD line is awarded per Unit. Each trip you bid to ADD counts toward the 500 bid MAX. There are multiple formats for bidding to ADD trips within the Unit. Each ADD line can contain multiple Bids (if multiple trips are in an ADD line, they all must be able to be awarded). When a Drop bid (X) is combined with choices on the ADD lines to the right within the same Unit, it tells ISAP or ISAP/AIL you want to Drop and Pick Up (Trade). You can also bid to just ADD Trips without dropping anything.

```
UCS1U436 42 (18.1.22) US AIRWAYS DLY ISAP/AIL UPDATE 01/23/15 17:08:28
ALC: USA EMPNUM: 73770 NICOLE K SENUM: 05860 MONTH: JAN15
BASE: PHX SAP/AIL DTE: 24JAN15
UNIT 001 OF 001 SKIP TO UNIT: 001 LAST UPDATED: 01/23/15 AT: 08:08
DT TRIPS D DT TRIPS D EXPND CLOSING DATE: AT:
01 06128/1 16 1
02 06128/2 17 2
03 06128/3 18 3
04 09411/1 19 88361/1 X 4
05 09411/2 20 88361/2 5
06 09411/3 21 88211/1 6
07 22 88211/2 7
08 VAC 23 8
09 VAC 24 9
10 VAC 25 88370/1 X 10
11 VAC 26 88370/2
12 VAC 27
13 VAC 28
14 VAC 29
15 30

ETB NET:
PROJ PAY: 8733 MIN/MAX 04000 / 09500 HOURS
PAGING FUNC: PASS TO DAILY: NO
UPDATE UNIT: PERSIST UNIT:
ISRT BEFORE: EXPIRE:
BIDS: 0000 NEXT OPTION == >

MESSAGE: ERROR: UNIT CONTAINS NO DROP OR ADD CHOICES - UNIT WAS NOT SAVED
```

### Different Type of ADDS:

**Line 1:** Specific Trip Number/Date

**Line 2:** Specific Trip Number/Date + Specific Trip Number/Date (Awards EVERYTHING on ADD line or NOTHING!)

**Line 3:** Generic Bid for Trips by placing an "E" in the Expand Column and Pairing Length/Date. (See Step 8 for Generic – Expand Bidding)

- Press ENTER to view the Filter Screen for Generic – Expand Bidding.

## Step Seven:

You can bid to Drop a trip or multiple trips(max of 4 drops per Unit) and not pick anything up in return by placing an "X" next to the Trip number/Duty Period and then typing "NONE" in the ADD column and hitting ENTER. Then type "YES" in the "UPDATE UNIT" line and hit **ENTER** again. You can also add "NONE" on last line after a list of ADD choices. That means if you don't receive any of the ADDs you'd like to DROP the trip. (See Step 12 for additional information on other options.)

```

UCS1U436 42 (18.1.22) US AIRWAYS DLY ISAP/AIL UPDATE 01/23/15 17:08:28
ALC: USA EMPNUM: 73770 NICOLE K SENUM: 05860 MONTH: JAN15
BASE: PHX SAP/AIL DTE: 24JAN15
UNIT 001 OF 001 SKIP TO UNIT: 001 LAST UPDATED: 01/23/15 AT: 08:08
DT TRIPS D DT TRIPS D CLOSING DATE: AT:
01 06128/1 16 EXPND - - - - A D D S - - - -
02 06128/2 17 1 NONE
03 06128/3 18 2
04 09411/1 19 88361/1 X 3
05 09411/2 20 88361/2 4
06 09411/3 21 88211/1 X 5
07 22 88211/2 6
08 VAC 23 7
09 VAC 24 8
10 VAC 25 88370/1 9
11 VAC 26 88370/2 10
12 VAC 27 ETB NET:
13 VAC 28 PROJ PAY: 8733 MIN/MAX 04000 / 09500 HOURS
14 VAC 29 PAGING FUNC: PASS TO DAILY: NO
15 30 UPDATE UNIT: PERSIST UNIT:
ISRT BEFORE: EXPIRE:
BIDS: 0000 NEXT OPTION == >
MESSAGE: ERROR: UNIT CONTAINS NO DROP OR ADD CHOICES - UNIT WAS NOT SAVED
  
```

## Step Eight:

The Generic Bid Filter screen will display after entering the Expand format as described in Step 6, Line 3. There are several options to narrow down the type of trips to display and bid on. You can view all trips that operate that day and pairing length by pressing **ENTER** twice. You can filter the options by putting an "X" next to the Criteria and/or filling in the information requested.

```

UCS1U137 CF US AIRWAYS FA-SAP GENERIC BID FILTER 01/26/15 11:56:52
ALC: USA EMPNUM: 73770 NICOLE K SEN: 05858 MONTH JAN15
BASE: PHX DATE: 24JAN15
- - BID DROP REQUEST - - BID ADD REQUEST - -
3DAY/25
( #DAYS = #DPS ) (#DAYS NOT = #DPS)
TRIP SELECTION: ALL: X "NO" ODAN/RED-EYES: "ONLY" ODAN/RED-EYES:
** TYPE ** ALL: X "NO" FAN/7IM (CORE ONLY) "ONLY" FAN/7IM:
DEPARTURE / ARRIVAL TIME SELECTIONS: - SELECT ALL TIMES (DEFAULT)
DEPARTING: 1500 BEFORE: AFTER: X (DEFAULT IS BEFORE)
ARRIVING: 1200 BEFORE: X AFTER: (DEFAULT IS BEFORE)
EQUIPMENT SELECTIONS: ALL: X ONLY: EXCEPT:
RON FILTERS:
AVOID CITIES: MEX SJD PVR GDL CUN YVR YEG YYC YYZ
MUST RON IN:
HIGHLIGHT TRIPS STARTING AND/OR ENDING WITH A DEADHEAD (EXP,CAN,CLR)
UNIT 001 OF 000 GENERIC: 03DAY/25 FUNCTION: EXP
MESSAGE: ENTER FILTER SELECTIONS - OR - PRESS <ENTER> TO SET DEFAULTS
  
```

### This Filter Example Shows:

- 3 day pairings on the 25<sup>th</sup>
- All pairing types
- Departing after 1500
- Returning before 1200
- All Equipment
- Avoiding Mexico and Canada Cities.

## Step Nine:

The Generic Bid Expansion screen will show all 3-day pairings that operate on the 25<sup>th</sup> with no filters selected. You can move between the pages of pairings by pressing the **F7** and **F8** keys. Pairing information includes:

- Pairing Number (PAIRING)
- Duty Periods/Working Days (DPS)
- Length of Pairing (DYS)
- Amount of Legs/Segments in Trip (LEGS)
- Departure Date/Time (DEPT DT/TIME)
- Arrival Date/Time (ARRV DT/TIME)
- Total Pay (PAY TIME)
- RON/Layover Cities (RON CITIES)
- Positions on Pairing (POS)

```
UCS1U137 C US AIRWAYS SAP GENERIC BID EXPANSION 01/23/15 17:21:26
ALC: USA EMPNUM: 73770 NICOLE K SEN: 05860 MONTH: JAN15
BASE: PHX DATE: 24JAN15
FILTERS: TRIPS: ALL ALL TIME: ALL EQUIP: ALL RON: AVOID- NO LIST
/RON IN- NO LIST DEADHDS: NONE
PROCESS: (ALL,END,FIL,CAN) DEPT ARRV PAY
FNC PAIRING DPS DYS LEGS DT/TIME DT/TIME TIME - RON CITIES (DHD) POS
05071 AB 2 3 06 25/1525 27/1813 1505 MEX A-C
01014 7I 2 3 02 25/1330 27/1024 1324 KOA A-D
01018 7I 2 3 02 25/1315 27/0955 1320 LIH A-D
01019 7I 2 3 02 25/1335 27/1008 1318 HNL A-D
01021 7I 2 3 02 25/1340 27/1010 1317 OGG A-D
01036 7I 2 3 02 25/1655 27/1043 1243 HNL A-D
01046 7I 2 3 02 25/1645 27/1010 1224 OGG A-D
05757 AB 3 3 08 25/1045 27/1845 1926 ORD CLT A-C
09343 AB 3 3 04 25/1315 27/2045 1613 PHL SFO K-K
05935 AB 3 3 05 25/0930 27/1406 1523 MCO LAS A-C
09406 AB 3 3 05 25/1510 27/1409 1516 EWR SFO K-K
09419 AB 3 3 05 25/1015 27/1055 1509 EWR SFO K-K
05988 AB 3 3 06 25/1815 27/1425 1508 ATL DFW A-C
05993 AB 3 3 04 25/1320 27/1658 1507 SAN PHL A-C
UNIT 001 OF 001 GENERIC BID: 03DAY/25 PAGE 1 OF 2
MESSAGE: PF7/PF8 (PRV/NXT IN PROCESS) TO MOVE THRU THE PAGES OF PAIRINGS
```

Go between pages with the **F7** and **F8** keys.

## Step Ten:

Prioritize your choices in numerical order under the "FNC"(Function) column to the left use **TAB** to go between the lines. Pairings you do not wish to bid on you must put an "X" in the line. It will look similar to below and press **ENTER** when your bidding is complete on all pages.

```
UCS1U137 C US AIRWAYS SAP GENERIC BID EXPANSION 01/23/15 17:21:26
ALC: USA EMPNUM: 73770 NICOLE K SEN: 05860 MONTH: JAN15
BASE: PHX DATE: 24JAN15
FILTERS: TRIPS: ALL ALL TIME: ALL EQUIP: ALL RON: AVOID- NO LIST
/RON IN- NO LIST DEADHDS: NONE
PROCESS: (ALL,END,FIL,CAN) DEPT ARRV PAY
FNC PAIRING DPS DYS LEGS DT/TIME DT/TIME TIME - RON CITIES (DHD) POS
X 05071 AB 2 3 06 25/1525 27/1813 1505 MEX A-C
1 01014 7I 2 3 02 25/1330 27/1024 1324 KOA A-D
6 01018 7I 2 3 02 25/1315 27/0955 1320 LIH A-D
4 01019 7I 2 3 02 25/1335 27/1008 1318 HNL A-D
2 01021 7I 2 3 02 25/1340 27/1010 1317 OGG A-D
5 01036 7I 2 3 02 25/1655 27/1043 1243 HNL A-D
3 01046 7I 2 3 02 25/1645 27/1010 1224 OGG A-D
7 05757 AB 3 3 08 25/1045 27/1845 1926 ORD CLT A-C
X 09343 AB 3 3 04 25/1315 27/2045 1613 PHL SFO K-K
X 05935 AB 3 3 05 25/0930 27/1406 1523 MCO LAS A-C
8 09406 AB 3 3 05 25/1510 27/1409 1516 EWR SFO K-K
9 09419 AB 3 3 05 25/1015 27/1055 1509 EWR SFO K-K
10 05988 AB 3 3 06 25/1815 27/1425 1508 ATL DFW A-C
X 05993 AB 3 3 04 25/1320 27/1658 1507 SAN PHL A-C
UNIT 001 OF 001 GENERIC BID: 03DAY/25 PAGE 1 OF 2
MESSAGE: PF7/PF8 (PRV/NXT IN PROCESS) TO MOVE THRU THE PAGES OF PAIRINGS
```

## Step 11:

After pressing **ENTER** your bid will automatically sort in Numerical Order, pairings you selected to not bid on, are shown last with **"X"**s. You can edit these choices by simply using **TAB** to go to the line beside the trip and enter a priority number or an **"X"**. After your bid is complete or at any time on the Expansion screens, you can use the process line to make the following selections:

- **ALL** (Bids on all pairings in order shown, cannot be done in combination with numerical or "X" selections)
- **END** (Finished, will input Selections and take you back to Unit page)
- **FIL** (Return to Filter Page)
- **CAN** (Cancel all Bids and Return to Unit Page)

```
UCS1U137 C US AIRWAYS SAP GENERIC BID EXPANSION 01/23/15 17:26:35
ALC: USA EMPNUM: 73770 NICOLE K SEN: 05860 MONTH: JAN15
BASE: PHX DATE: 24JAN15
FILTERS: TRIP: ALL ALL TIME: ALL EQUIP: ALL RON: AVOID- NO LIST
/RO IN- NO LIST DEADHDS: NONE
PROCESS: END (ALL,END,FIL,CAN) DEPT ARRIV PAY
FNC PAIRING DPS DYS LEGS DT/TIME DT/TIME TIME - RON CITIES (DHD) POS
001 01014 7I 2 3 02 25/1330 27/1024 1324 KOA A-D
002 01021 7I 2 3 02 25/1340 27/1010 1317 OGG A-D
003 01046 7I 2 3 02 25/1645 27/1010 1224 OGG A-D
004 01019 7I 2 3 02 25/1335 27/1008 1318 HNL A-D
005 01036 7I 2 3 02 25/1655 27/1043 1243 HNL A-D
006 01018 7I 2 3 02 25/1315 27/0955 1320 LIH A-D
007 05757 AB 3 3 08 25/1045 27/1845 1926 ORD CLT A-C
008 09406 AB 3 3 05 25/1510 27/1409 1516 EWR SFO K-K
009 09419 AB 3 3 05 25/1015 27/1055 1509 EWR SFO K-K
010 05988 AB 3 3 06 25/1815 27/1425 1508 ATL DFW A-C
011 06001 AB 3 3 05 25/1015 27/1216 1504 SMF PHL A-C
012 06006 AB 3 3 05 25/1310 27/1538 1502 FLL DCA A-C
013 06183 AB 3 3 04 25/1045 27/1057 1500 PHL SAN A-C
014 06154 AB 3 3 06 25/1250 27/1214 1500 RNO MKE A-C
UNIT 001 OF 001 GENERIC BID: 03DAY/25 PAGE 1 OF 2
MESSAGE: PF7/PF8 (PRV/NXT IN PROCESS) TO MOVE THRU THE PAGES OF PAIRINGS
```

Page 1

```
UCS1U137 C US AIRWAYS SAP GENERIC BID EXPANSION 01/23/15 17:30:36
ALC: USA EMPNUM: 73770 NICOLE K SEN: 05860 MONTH: JAN15
BASE: PHX DATE: 24JAN15
FILTERS: TRIPS: ALL ALL TIME: ALL EQUIP: ALL RON: AVOID- NO LIST
/RO IN- NO LIST DEADHDS: NONE
PROCESS: (ALL,END,FIL,CAN) DEPT ARRIV PAY
FNC PAIRING DPS DYS LEGS DT/TIME DT/TIME TIME - RON CITIES (DHD) POS
XXX 05071 AB 2 3 06 25/1525 27/1813 1505 MEX A-C
XXX 09343 AB 3 3 04 25/1315 27/2045 1613 PHL SFO K-K
XXX 05935 AB 3 3 05 25/0930 27/1406 1523 MCO LAS A-C
XXX 05993 AB 3 3 04 25/1320 27/1658 1507 SAN PHL A-C
XXX 06197 AB 3 3 04 25/1315 27/1409 1500 PHL SFO A-C
XXX 09510 AB 3 3 04 25/1320 27/1216 1500 SFO PHL K-K
XXX 09449 AB 3 3 06 25/1700 27/1425 1500 ORD PDX K-K
XXX 06079* AB 3 3 05 25/2150 27/2337 1500 IAH RSW A-C
XXX 09530 AB 3 3 05 25/2305 27/1905 1500 LAX CLT K-K
XXX 09555 AB 3 3 06 25/2315 27/2032 1500 CLT ORD K-K
UNIT 001 OF 001 GENERIC BID: PAGE 2 OF 2
MESSAGE: PF7/PF8 (PRV/NXT IN PROCESS) TO MOVE THRU THE PAGES OF PAIRINGS
```

Page 2

## Step 12:

Once back on the Unit Page, notice the Bid Numbers are now reflected below. You can now finish a Unit bid by pressing **ENTER** (see below "UPDATE UNIT"). After you have finished completely and typed, **"YES"** into the UPDATE UNIT it will confirm it was saved on the bottom of the screen. The bottom of the Screen has additional options to type into:

- PAGING FUNC (NXT/PRV/LST) – Ability to ADD more pages w/ additional lines to the Unit or go between pages by typing "NXT", "PRV" OR "LST".
- PASS TO DAILY (YES/NO) – Ability to have the eligible bids in the Unit bid rolled over to Daily Scheduling for manual processing on the Unsuccessful Bidders List, formerly referred to as "Riding Daily".
- UPDATE UNIT – (YES/DEL) – "YES" will Save Unit and move onto the next Unit, or "DEL" will delete the Unit completely. Any Errors with Bid will be displayed at the Bottom of the screen.
- PERSIST UNIT (YES/NO) – Will make the Unit run nightly in ISAP processing if Unit contains eligible bids.
- INSRT BEFORE (Unit #) – Will insert/move a current Unit page between existing Units.

```
UCS1U436 42 (18.1.22) US AIRWAYS DLY ISAP/AIL UPDATE 01/23/15 17:08:28
ALC: USA EMPNUM: 73770 NICOLE K SENUM: 05860 MONTH: JAN15
BASE: PHX SAP/AIL DTE: 24JAN15
UNIT 001 OF 001 SKIP TO UNIT: 001 LAST UPDATED: 01/23/15 AT: 08:08
CLOSING DATE: AT:
DT TRIPS D DT TRIPS D EXPND - - - - A D D S - - - -
01 06128/1 16 1 06328/25
02 06128/2 17 2 06328/25+09512/30
03 06128/3 18 3 E 03DAY/25
04 09411/1 19 88361/1
05 09411/2 20 88361/2
06 09411/3 21 88211/1
07 22 88211/2
08 VAC 23
09 VAC 24
10 VAC 25 88370/1 X
11 VAC 26 88370/2
12 VAC 27
13 VAC 28
14 VAC 29
15 30
ETB NET:
PROJ PAY: 8721 MIN/MAX 04000 /09500 HOURS
PAGING FUNC: PASS TO DAILY:
UPDATE UNIT: YES PERSIST UNIT: YES
ISRT BEFORE: EXPIRE:
BIDS: 0015 NEXT OPTION == >
MESSAGE: ERROR: UNIT CONTAINS NO DROP OR ADD CHOICES - UNIT WAS NOT SAVED
```

## Editing ADD lines

You can Insert an additional ADD line by typing an **"I"** in the expand column.

```
EXPND - - - - A D D S - - - -
1 06328/25
2 06328/25+09512/30
3 I 03DAY/25 E
```

You can Delete an ADD line by typing a **"D"** into the expand column:

```
EXPND - - - - A D D S - - - -
1 06328/25
2 06328/25+09512/30
3 03DAY/25 E
4 D 03DAY/26
```