How to Submit/Delete a Trade Request for Days of Availability as a Reserve

How to submit a trade (TRD) request on 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
»DSPFAI/ ___/ ______/ _
```

4. Under ACTN type TRD
5. Under FILE # type your 6 digit file number
6. Under RSV place an X.

```
         ACTN FILE #  RSV
»DSPFAI/ TRD/ 875421/ X
```

7. Press enter

```
REQTRD/SOTO,M         /FN 875421/SEN 012237/00/     /    /  /R/

WISH TO TRADE DAY(S) OFF      MMDD/ MMDD/ MMDD/
                              MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              ____- MMDD/

     LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH ________________/ ______/ _____/ ______/

 WITH FA FOR DAY(S)  OFF      MMDD/ MMDD/ MMDD/
 OR DAY(S) ON IF SELF TRADE   MMDD/ MMDD/ MMDD/
 WITH FA FOR ID               ____- MMDD/
```

Submitting a Reserve day trade with another Flight Attendant

8. To trade reserve days you will enter the dates of the day(s) that you have off that you would like to trade, the last name and first initial of the person with whom you wish to trade day(s), their file number or LOF and their trade key (if they have that option initiated). Then tab to place the dates of the day(s) that the other Flight Attendant has off that you would like to trade.

```
REQTRD/SOTO,M         /FN 875421/SEN 012237/00/     /    /  /R/

WISH TO TRADE DAY(S) OFF      0823/ MMDD/ MMDD/
                              MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              ____- MMDD/

     LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH CURTIS,J_______/ 963452/ _____/ ______/

 WITH FA FOR DAY(S)  OFF      0830/ MMDD/ MMDD/
 OR DAY(S) ON IF SELF TRADE   MMDD/ MMDD/ MMDD/
 WITH FA FOR ID               ____- MMDD/
```

9. Move the curser below the last line of text displayed on the request screen and press enter.
10. You will receive confirmation at the bottom of the screen that your trade request has been awarded or rejected.

```
REQTRD/SOTO,M         /FN 875421/SEN 012237/00/     /    /  /R/

WISH TO TRADE DAY(S) OFF      0823/ MMDD/ MMDD/
                              MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              ____- MMDD/

     LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH CURTIS,J_______/ 963452/ _____/ ______/

 WITH FA FOR DAY(S)  OFF      0830/ MMDD/ MMDD/
 OR DAY(S) ON IF SELF TRADE   MMDD/ MMDD/ MMDD/
 WITH FA FOR ID               ____- MMDD/


TRADE REQUEST AWARDED
```

11. Because you are trading your Reserve day with another Flight Attendant the trade is processed immediately.

Submitting a Reserve day trade with yourself

12. To trade reserve day(s) with yourself enter the dates of the day(s) that you have off that you would like to trade. In the last name and first initial section you will enter your last name and first initial and your file number. Then tab to place the dates of the day(s) that you are working that you would like to trade to now have off.

```
REQTRD/SOTO,M         /FN 875421/SEN 012237/00/     /    /  /R/

WISH TO TRADE DAY(S) OFF      0823/ MMDD/ MMDD/
                              MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              ____- MMDD/

     LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH SOTO,M_________/ 875421/ _____/ ______/

 WITH FA FOR DAY(S)  OFF      0830/ MMDD/ MMDD/
 OR DAY(S) ON IF SELF TRADE   MMDD/ MMDD/ MMDD/
 WITH FA FOR ID               ____- MMDD/
```

13. Move the curser below the last line of text displayed on the request screen and press enter.
14. You will receive confirmation at the bottom of the screen that your trade request is on file.

```
REQTRD/SOTO,M         /FN 875421/SEN 012237/00/     /    /  /R/

WISH TO TRADE DAY(S) OFF      0823/ MMDD/ MMDD/
                              MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              ____- MMDD/

     LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH SOTO,M_________/ 875421/ _____/ ______/

 WITH FA FOR DAY(S)  OFF      0830/ MMDD/ MMDD/
 OR DAY(S) ON IF SELF TRADE   MMDD/ MMDD/ MMDD/
 WITH FA FOR ID               ____- MMDD/


TRADE REQUEST ON FILE
```

Trading a Reserve assignment with another Flight Attendant

15. To trade reserve assignment with another Flight Attendant you will use the WISH TO TRADE ID section instead of WISH TO TRADE DAY(S) OFF section. In this section you would place the trip you were awarded through the Reserve process. Tab down to the LAST NAME section and enter the Flight Attendant who you wish to trade your trip, their FILE# or LOF and their TRADE KEY if they have that option initiated. Then tab to WITH FA FOR ID section and enter the trip of the other Flight Attendant.

```
REQTRD/SOTO,M      /FN 875421/SEN 012237/00/     /    /  /R/

WISH TO TRADE DAY(S) OFF      MMDD/ MMDD/ MMDD/
                              MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              9814- 0814/

     LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH CURTIS,J_______/ 963452/ _____/ ______/

 WITH FA FOR DAY(S)  OFF      MMDD/ MMDD/ MMDD/
 OR DAY(S) ON IF SELF TRADE   MMDD/ MMDD/ MMDD/
 WITH FA FOR ID               5054- 0814/
```

Note: In order for a Reserve Flight Attendant to trade their assigned ID with another Flight Attendant the following is required:

- ***The ID must be the same number of days***
- ***The ID must depart the same day***
- ***If the ID is between a Reserve and a Lineholder the ID credit time can not differ by more than two (2) hours (this requirement does not apply with Reserve to Reserve trip trades)***

A Reserve, who picks up additional time, over the trip they traded out of with a Lineholder, will now be considered to have opted to over hundred (100) hours for the remainder of that scheduled month.

16. Move the curser below the last line of text displayed on the request screen and press enter.

```
REQTRD/SOTO,M      /FN 875421/SEN 012237/00/     /    /  /R/

WISH TO TRADE DAY(S) OFF      MMDD/ MMDD/ MMDD/
                              MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              9814- 0814/

     LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH CURTIS,J_______/ 963452/ _____/ ______/

 WITH FA FOR DAY(S)  OFF      MMDD/ MMDD/ MMDD/
 OR DAY(S) ON IF SELF TRADE   MMDD/ MMDD/ MMDD/
 WITH FA FOR ID               5054- 0814/


TRADE REQUEST AWARDED
```

17. You will receive confirmation that the trade has been awarded or rejected.
18. Because you are trading your trip with another Flight Attendant the trade is processed immediately.

How to delete a trade (TRD) request

1. Type DSPREQ and press enter

```
         ACTN  DOM   FILE #  NAME
»DSPREQ/ ____/ ____/ ______/ _______________,_
```

2. Under ACTN type TRD
3. Under DOM type your Domicile
4. Under FILE# type your 6 digit file number

```
         ACTN  DOM   FILE #  NAME
»DSPREQ/ TRD_/ ORD_/ 875421/ _______________,_
```

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
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

```
DELTRD/SOTO,M      /FN 875421/SEN 012237/00/     /    /  /R/

WISH TO TRADE DAY(S) OFF      0823/ MMDD/ MMDD/
                              MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              ____- MMDD/

     LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH SOTO,M_________/ 875421/ _____/ ______/

 WITH FA FOR DAY(S)  OFF      0830/ MMDD/ MMDD/
 OR DAY(S) ON IF SELF TRADE   MMDD/ MMDD/ MMDD/
 WITH FA FOR ID               ____- MMDD/
```

9. Move the curser below the last line of text displayed on the request screen and press enter.

10. You will receive a message at the bottom of the screen saying WOP REQUEST DELETED.

```
DELTRD/SOTO,M      /FN 875421/SEN 012237/00/     /    /  /R/

WISH TO TRADE DAY(S) OFF      0823/ MMDD/ MMDD/
                              MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              ____- MMDD/

     LAST NAME, INIT  FILE #  LOF    TRDKEY
WITH SOTO,M_________/ 875421/ _____/ ______/

 WITH FA FOR DAY(S)  OFF      0830/ MMDD/ MMDD/
 OR DAY(S) ON IF SELF TRADE   MMDD/ MMDD/ MMDD/
 WITH FA FOR ID               ____- MMDD/


TRADE REQUEST DELETED
```