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Introduction

As described in our Joint Collective Bargaining Agreement (JCBA), the Electronic Bulletin Board (eBB) in CCS will provide all Flight Attendants with the ability to submit advertisements for Flight Attendant to Flight Attendant Vacation Trades. Flight Attendants will have the ability to search for advertisements and submit responses. Vacation periods may only be exchanged by a Flight Attendant, with another Flight Attendant within the same base.

The following features will be available on the eBB:

- Create advertisements for Flight Attendant to Flight Attendant Vacation Trades
- Search for posted advertisements in any base within their pre-merger workgroup
- Respond to advertisements
- Withdraw advertisements posted on eBB
- Accept responses received for advertisements
- View a history of their advertisements (advertisements will be stored up to 120 days after closure or expiration)

Advertisements in the eBB will be static requests and will not automatically create vacation trade requests. Once you have agreed to a trade with another Flight Attendant, you will both need to submit a Vacation Trade Request in CCS.

Creating an Advertisement

This option allows Flight Attendants to post an advertisement for a Flight Attendant to Flight Attendant vacation trade.

To create an advertisement:

1. Login to CCS
2. Go to Home ➔ Schedule ➔ Electronic Bulletin Board
3. On the eBB page, select “Post an Ad”.

4. The New Ad section will display. Enter all necessary information and select “Submit”. The chart on the next page includes a description of all of the fields.

Note: In the “I Have Vacation” and “I Want Vacation” fields, the date is displayed in YY-MM-DD format. For example, March 5, 2018 (03/05/18) is displayed as 18-03-05.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement Type</td>
<td>Select “Vacation Trade”</td>
</tr>
<tr>
<td># Days (automatically populated)</td>
<td>Indicates the number of days you wish to trade with another Flight Attendant. The system will automatically populate this field based on the start date and end date entered in the ‘I Have Vacation’ fields</td>
</tr>
<tr>
<td>Base</td>
<td>Select your base. You can trade vacations only with Flight Attendants from the same base. This field will default to your base.</td>
</tr>
<tr>
<td>I Have Vacation:</td>
<td>Enter the start and end date of the vacation days that you are offering to trade with another Flight Attendant. Note: The trading window for the selected vacation should be open in order to create an ad for that vacation.</td>
</tr>
<tr>
<td>I Want Vacation:</td>
<td>Enter the start date and end date of the desired vacation. “+” will add a new row to be entered and “-” will delete an entry. Note: The trading window for the selected vacation should be open in order to create an ad for that vacation.</td>
</tr>
<tr>
<td>Comments</td>
<td>Enter comments (optional)</td>
</tr>
</tbody>
</table>

*The “# of days” field indicates the number of days you wish to trade with another Flight Attendant. This field will automatically populate based on the start and end dates entered in the “I Have Vacation” fields.*

5. A message will display as shown below. Select “Post” to submit the advertisement as is or “Edit” if you wish to edit the details before submitting.

![Confirm Advertisement Details](image)

Note: In the Vac. Offered and Vac. Desired rows, the date is displayed in YY-MM-DD format. For example, March 5, 2018 (03/05/18) is displayed in Vac. Offered as 18-03-05.
6. A confirmation message will display indicating that the advertisement has been posted successfully.

Searching for Ads
This option allows Flight Attendants to search for vacation trade advertisements in any base within their pre-merger workgroup. While you are able to search for vacation trades in any base, you may only trade vacation days with Flight Attendants in your own base.

To search for advertisements:

1. Go to **Home → Schedule → Electronic Bulletin Board**
2. Select “**Vacation Trade**” under Advertisement Type, select the base and then select “**Search**”.
3. All Vacation Trade advertisements posted for that base will display. To further narrow the results, you can use the filters “Days I Want” and “Days I Have” to specify the date range in which the vacations fall. For the selected date range, the system will display advertisements posted by Flight Attendants for that base.

**Posting a Response**

This option allows Flight Attendants to respond to an advertisement.

**To respond to an advertisement:**

1. Once you’ve searched for advertisements, select “Respond” beside the advertisement that you want to respond to.
2. Complete the “Comment” box, enter your “Email Address”, “Phone Number”, or both and select “Submit.”

3. A message will display as shown below. Select “Post” to submit the response or “Edit” if you wish to edit the details before submitting.

Please Note: If your response is accepted, vacation trade requests will not be submitted automatically. Both Flight Attendants must submit individual trade requests through the CCS – Bidding-myVacation Menu.
4. A confirmation message will display indicating that the response has been posted successfully.

Viewing My Ads
This option allows Flight Attendants to view the vacation trade advertisements she/he posted on the eBB.

To view posted advertisements:

1. Go to Home ➔ Schedule ➔ Electronic Bulletin Board
2. Under “My Ads” select the “+” next to Posted Ads.
3. In the dropdown box, select “Vacation Trade” and all posted advertisements will display.

**Viewing My Responses**

This option allows Flight Attendants to view the responses that they posted for Vacation Trade advertisements on the eBB.

**To view responses:**

1. Go to **Home ➔ Schedule ➔ Electronic Bulletin Board**
2. Under “My Ads” select “+” next to the Responded Ads and the responded ads will display.
3. In the dropdown box, select “Vacation Trade” and all responded advertisements will display.

4. To view the details of a response, select the number that appears under “# Resp”.
Accepting a Response

This option allows Flight Attendants to accept a response received for an advertisement she/he posted.

To accept a response:

1. Go to Home → Schedule → Electronic Bulletin Board
2. Under “My Ads” select “+” next to the Posted Ads. The posted ads will display.

<table>
<thead>
<tr>
<th>Posted On</th>
<th>Posted By</th>
<th>Comments</th>
<th>Base</th>
<th>Days</th>
<th>Have</th>
<th>$ Want</th>
<th>$ Want</th>
<th># Resp.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/14/17 11:12:45</td>
<td>John Doe</td>
<td>I want to trade my vacation 5th to 14th March 2018.</td>
<td>IAH</td>
<td>10</td>
<td>18-03-06 to 18-03-12</td>
<td>18-04-01 to 18-05-00</td>
<td>18-10-10 to 18-10-19</td>
<td>1</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

3. Select the number in the “# Resp” column to display all responses received for that posted ad. Next, select “Contact”.

<table>
<thead>
<tr>
<th>Sys Mem</th>
<th>Responded On</th>
<th>Response By</th>
<th>Comment</th>
<th>Qual.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9239</td>
<td>08/14/17 11:12:45</td>
<td>Mary Smith</td>
<td>I am interested in trading my vacation from 10th to 19th Oct 2018.</td>
<td></td>
</tr>
</tbody>
</table>
4. The responding Flight Attendant’s contact information will display. Select “Accept” next to the response you want to accept.

5. The following message will display. To confirm that you would like to accept the response, select “Yes”.

Please Note: If your response is accepted, vacation trade requests will not be submitted automatically. Both Flight Attendants must submit individual trade requests through the CCS – Bidding-myVacation Menu.
A confirmation message will display indicating that you have accepted the response successfully. Response status is changed to ‘Accepted’ and the advertisement status is changed to ‘Closed’.

### Withdrawing an Ad

This option allows Flight Attendants to withdraw an ad that she/he posted while the advertisement is in Open status.

**To withdraw an advertisement:**

1. Go to **Home** → **Schedule** → **Electronic Bulletin Board**
2. Under “My Ads”, select “+” next to Posted Ads.
3. In the dropdown box, select “Vacation Trade.” All posted advertisements for Flight Attendant Vacation Trades will display. Select “Withdraw” next to the advertisement that you want to withdraw.

4. A message will display. To confirm the withdrawal, select “Yes.”

5. Ad status is changed to ‘Withdrawn’ and success message will display.
Withdrawing a Response

This option allows Flight Attendants to withdraw a response that she/he posted for an advertisement which is in Open status.

To withdraw a response:

1. Go to Home → Schedule → Electronic Bulletin Board
2. Under “My Ads”, select “+” next to the Responded Ads.

3. The responded advertisements will display. To view the details of a response, select the response number under “# Resp”. Select “Withdraw” next to the response that you want to withdraw.

4. A message will display. To confirm the withdrawal, select “Yes”.
5. A message will display indicating that the response has been withdrawn successfully.

**Marking an Advertisement as a Favorite**

This option allows Flight Attendants to flag an advertisement as a favorite.

**To flag an advertisement as favorite:**

1. Search for the advertisement and select the star beside the advertisement. The star will turn yellow indicating that it has been marked as a favorite.

2. To remove it as a favorite, select the star again. The star will turn white indicating that it is removed from favorites.
Viewing Favorite Ads

This option allows Flight Attendants to view advertisements that they marked as favorites.

To view favorite advertisements:

On the eBB home page, select the “Favorite Ads” tab and select “Vacation Trade” in the dropdown box. Advertisements which are flagged as favorites are displayed.