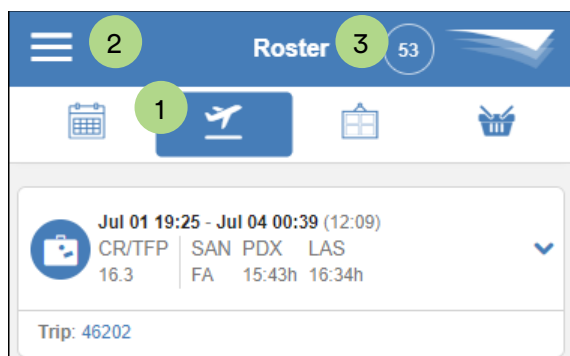# Crew Access

Quick Tour for Inflight

Crew Access is a mobile-optimized scheduling application for Pilots and Inflight. Use it to:

- View your schedule (your "**Roster**") for accurate information on each of your trip's flight details, crew list, transportation, and hotel
- Trade, pick up, or drop a trip with just a few taps

To open Crew Access, from the **Inflight Website**, tap **Schedule & Bidding → My Schedule & Trading**

Navigation

1. Tap the icons to move within the app

Calendar and **Roster**: Your schedule

Trip Pool: Trips available in Open Time or for trade or grab

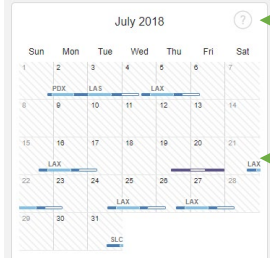**Trade Cart**: Act on trips you selected from your Roster and/or the Trip Pool

In the **Roster** and **Trip Pool**:
- Tap a trip's down arrow for detail
- Tap a trip's icon to add the trip to the **Trade Cart**

2. Tap **Menu** for additional functionality

3. Tap the circle to view your current monthly TFP credit

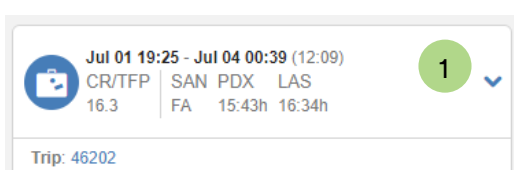## Calendar (Your Trips & Activities

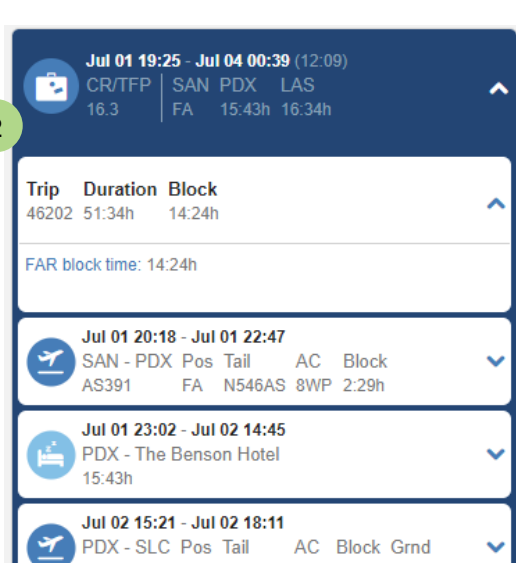Tap the question mark to view a **Legend** of the Calendar's symbols and colors

Tap a trip or other activity and it will appear in your **Roster** view

- Darker colors = your flights
- Lighter colors = your layovers
- Slanted lines = day is closed

Roster

1. Tap a trip's down arrow to view detail, such as its flights, crew list, and most up-to-date hotel and transportation information

2. Tap the trip's suitcase icon to turn the icon into a check mark and add the trip to the **Trade Cart** where you then can advertise, drop, or direct trade the trip
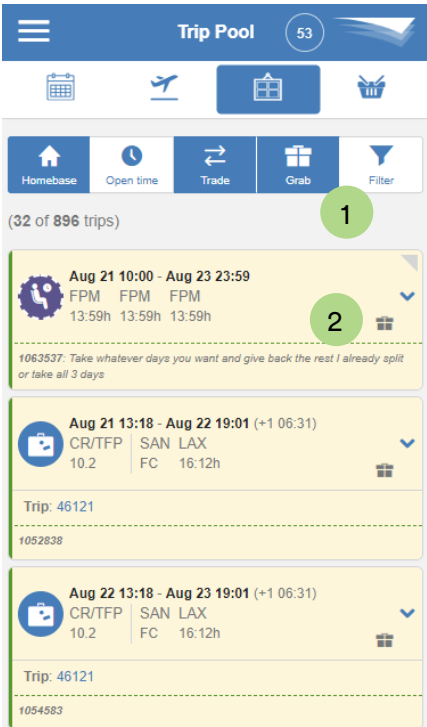
Roster Report

Tap **Menu → Reports → Reports on Demand → Published Roster**. Select any date in the bid period, and tap **Generate**. When the report is ready, tap **Download**

- Your **Roster** will display in a new browser window as a pdf file that you then can save, print, or email, as needed

Alaska.

Trip Pool

Use the **Trip Pool** to view trips available from your **Homebase**, in **Open time**, for **Trade**, or for **Grab**

The default is to show only trips that start from your **Homebase**

- Tap a heading to view all the trips available in **Open time**, only for **Trade**, and only for **Grab**
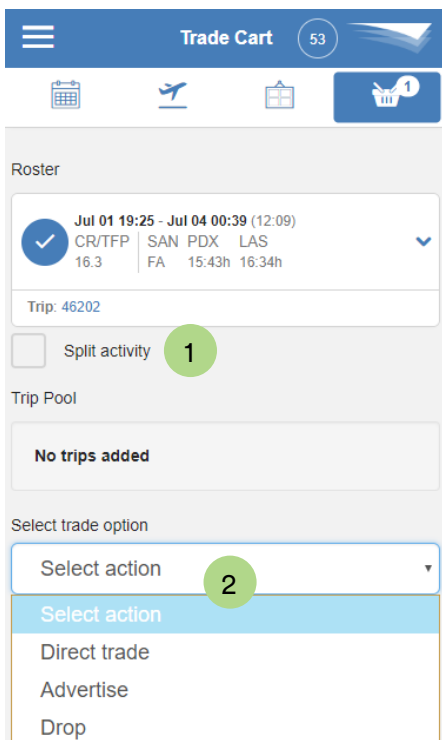- When you tap a heading, it turns blue to indicate which trips are being shown

1   Tap **Filter** to filter based on factors such as start/end dates, minimum/maximum days, base/layover, premium pay, and AM/PM only trips

2   The **Trip Pool** shows any comments entered by the flight attendant who advertised the trip
- Green line = advertised trip
- Split green line = advertised trip that has been split (SIP)
- Double arrows = advertised trip is a trade only
- Gift = advertised trip is a grab only

Trade Cart

Use the **Trade Cart** to act on the trips you selected from your **Roster** or the **Trip Pool** and, for example, to advertise, direct trade, drop, or pick up the trip
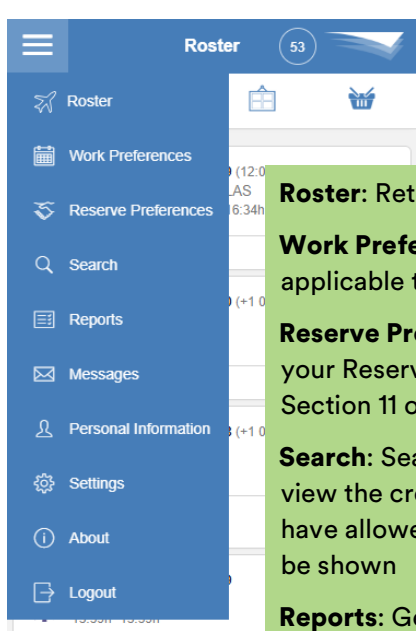

1   If the trip has more than one flight, you can select the **Split activity** check box and then choose whether you want to trade the flights before or after a selected flight

2   Open the **Select trade option** list, select the appropriate trade option, and then complete the trade
- Different trade options appear depending on factors such as whether you selected the trip from your **Roster** or the **Trip Pool**

Menu

Tap **Menu** to access other functionality

Roster: Return to your **Roster**

Work Preferences: Not applicable to Inflight

Reserve Preferences: Set your Reserve Preferences, per Section 11 of the contract

Search: Search for a flight and view the crew members who have allowed their names to be shown

Reports: Generate, download and print reports, including your Roster

Messages: View Notifications and Messages

Personal Information: View your contact, passport, and other personal information

Settings: Allow your name to appear on the crew list when someone is searching for a flight; Work offline (not currently recommended); Allow SMS text messaging

Logout: Logout of Crew Access when you are done using it