

Roster

Dec 02 10.05am - Dec 04 12.09am (11.39am) 1

CR/TFP | SAN HNL
13.8 | FC 24:00h

- 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

Dec 02 10.05am - Dec 04 12.09am (11.39am) 2

CR/TFP | SAN HNL
13.8 | FC 24:00h

Trip	Duration	Block
02DEC2016.26326	36:49h	11:49h

FAR block time: 13:34h

Dec 02 10.05am - Dec 02 11.05am
SAN
1:00h

Dec 02 11.05am - Dec 02 3.25pm
SAN - HNL Pos AC Block
AS895 FC 8EN 6:20h

Dec 02 3.25pm - Dec 02 3.40pm
HNL
0:15h

Dec 02 3.40pm - Dec 03 3.40pm
HNL - Ala Moana Hotel
24:00h

- 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

Navigation

Roster

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 the trips you selected from your **Roster** and/or the **Trip Pool**

In the **Roster** and **Trip Pool**:

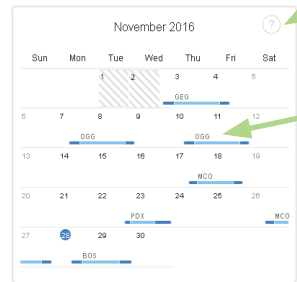
- Tap a trip's down arrow for detail
- Tap a trip's icon to add the trip to the **Trade Cart**

- 2 Tap **Menu** for additional functionality (see reverse side)
- 3 Tap the circle to view your current monthly TFP credit

Calendar

Shows your trips and activities

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



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

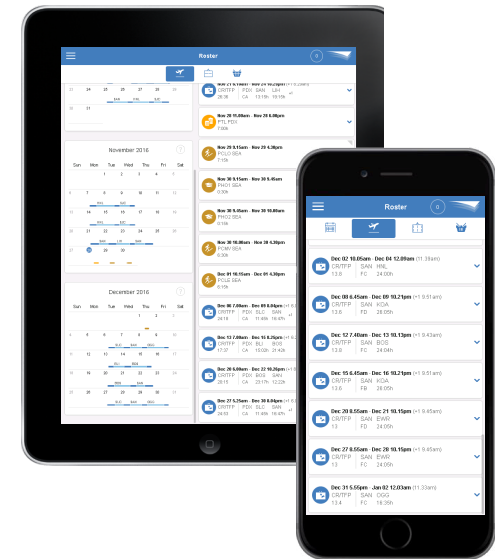
Crew Access

Quick Tour for Inflight

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

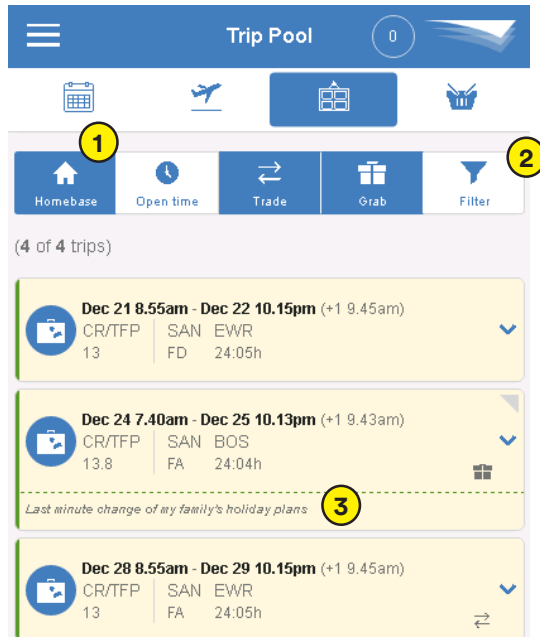
- View your schedule (your "**Roster**") for accurate information on each of your trip's flight details, crew list, transportation, and hotel
- Trade, pick up, or drop a trip with just a few taps

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



Trip Pool

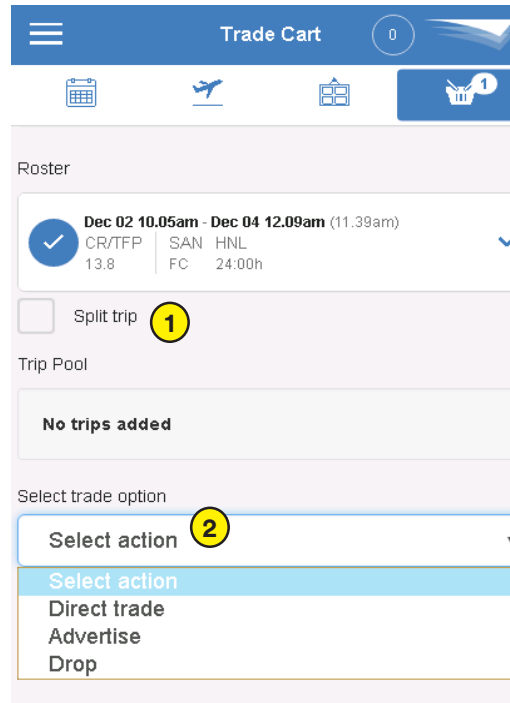
Use the **Trip Pool** to view trips available from your **Homebase**, in **Open time**, for **Trade**, or for **Grab**



- 1** The default is to show only trips that start from your **Homebase**
 - Tap a heading to view all the trips available in **Open time**, trips available only for **Trade**, and trips available only for **Grab**
 - When you tap a heading, it turns blue to indicate which trips are being shown
- 2** Tap **Filter** to filter based on factors such as start/end dates, minimum/maximum days, base/layover, premium pay, and AM/PM only trips
- 3** 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

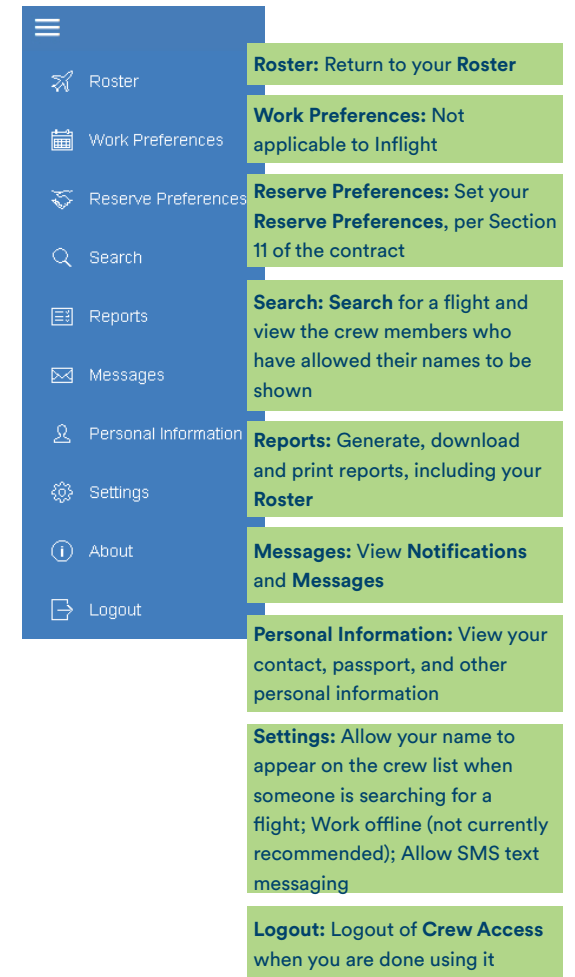
Use the **Trade Cart** to act on the trips you selected from your **Roster** or the **Trip Pool** and, for example, to advertise, direct trade, drop, or pick up the trip



- 1** If the trip has more than one flight, you can select the **Split trip** 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 will 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