

# Crew Access

## Quick Reference Guide for Inflight

### Using Trip Pool Filters

The screenshot shows the Trip Pool interface with the Filter menu open. The Filter menu has a green arrow pointing to it. The Filter menu is divided into three sections: PERIOD / LENGTH, BASE / LAYOVER, and OTHER. Each section has input fields and checkboxes for filtering trips.

**PERIOD / LENGTH**

- Start: mm/dd/yyyy
- End: mm/dd/yyyy
- Min days: [input field]
- Max days: [input field]

**BASE / LAYOVER**

- Base (Homebase is selected): E.G. LAX
- Layover: E.G. LAX

**OTHER**

- Role: E.G. FA
- Show only premium pay trips
- Show only morning trips (AM)
- Show only afternoon trips (PM)

Buttons: Save, Clear, Apply

In the **Trip Pool**, tap **Filter** to select filters so that you see only the kinds of trips you are interested in


- In the **PERIOD / LENGTH** section, select **Start** and **End** dates, and/or the **Minimum** or **Maximum** number of days
- In the **BASE / LAYOVER** section, enter a **Base** and/or **Layover**; You can filter for co-terminals; Separate multiple cities with a comma
- In the **OTHER** section:
  - Enter your **Role**; If you enter more than one, separate them with a comma and no spaces (for example, **FA,FB,FC**)
  - Select whether you want **only premium pay trips**, or **only morning** or **afternoon** flights

After you set your filters:

- To update the **Trip Pool**, tap **Apply**
- To remove any filters you may have set and once again view all the available trips, tap **Clear**
- To save your selections, tap **Save** (see other side for more information)

# Saving a Trip Pool Filter

If the filters you selected are ones you will be using repeatedly, tap **Save**. The **Save Filter** window opens

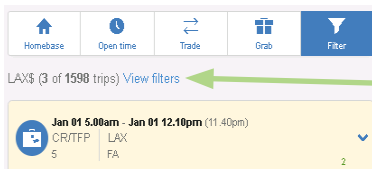


- Enter a descriptive **FILTER NAME**
- Select **Subscription (max 5)** to receive a message when a trip that matches your filter becomes available
  - Select **Quiet** to stop receiving messages relating to this filter
- Select **Default** to set this filter as your default. If you do so, each time you open the **Trip Pool** only those trips that meet the filter criteria will display
- To save your changes, tap **Save**

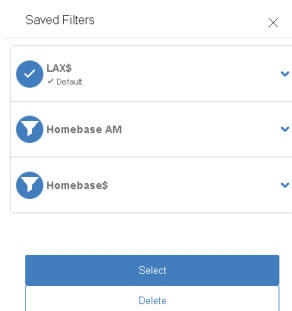
# Viewing Your Trip Pool Filters

The blue **Filter** heading indicates that a filter is being applied to your view

- In the example below, **LAX\$** indicates the name of the filter currently being applied



- To view your saved filters, tap **View filters**



The **Saved Filters** window opens and displays your saved filters

- Tap a filter's icon to turn it into a check mark and then tap **Select** to go to the **Trip Pool** using that filter (or tap **Delete** if you no longer want to use the filter)