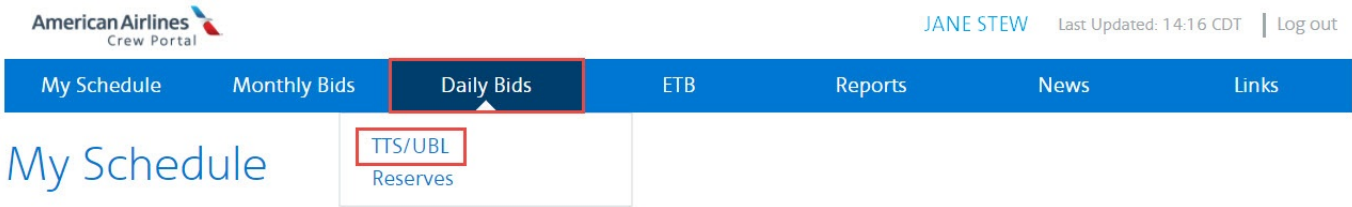


How to participate in TTS practice runs

Accessing TTs for practice runs

Step 1: Access the TTS test system: <https://faportal-trng.aa.com/faportal>
This web address is case sensitive.

Step 2: Click on *Daily Bids*, and then *TTS/UBL*



Step 3: Clicking directly on sequences on your calendar shows you the sequence information and allows you to add a request (drop, trade, or pick up)

Note: you may also select a day from the calendar with no sequence on it to put in a pick-up request

Step 4 (if you select trade or pick up): This takes you to the search criteria page where you put in the search criteria for the types of sequences you'd like to search for

Step 5: You'll be taken to the *Search Results* page where you select positions and sequences you want to fly

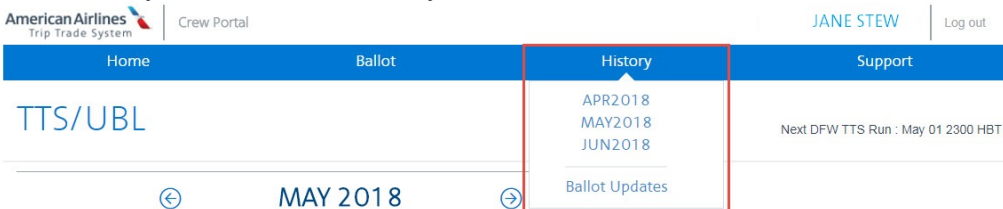
Step 6: After you select what you want to fly and how you want to save, you'll be taken to the ballot where you must save all changes

Note: Selecting drop takes you directly to the ballot

Checking your rewards/results

TTS runs are scheduled for 2300 HBT each day and are updated in the TTS history by 0400 HBT. This displays in the history only and not in FOS or on your calendar.

You can only view awards in history:



How to go on & off the UBL (Unsuccessful Bidders List)

Step 1: Create or find a request that you would like to have added to the UBL

Step 2: Select the *Pass to UBL* button

Step 3: The button should turn blue and have a check mark

Step 4: The call option that appears at the top of the ballot will automatically have a check mark next to it, you can uncheck this option to waive your positive contact requirement from crew scheduling

Step 5: If you want to take a request off the UBL, unselect the *Pass to UBL* button. The button turns back to grey and there's no check mark in the button

Top 10 things to know about TTS

1. Used to trade, drop, and pick up sequences with open time and other flight attendants simultaneously. The system does the work for you!
2. Runs every night between 2300-0400
3. Runs in seniority order
4. You make all requests to change your schedule with a simple point and click; no longer calling Crew Scheduling or navigating through pages on CATS or SABRE
5. You have access to your requests on your ballot at all times
6. You can pass yourself to the UBL for daily and tomorrow's scheduling without having to call Crew Scheduling and describe types of sequences to them
7. You'll be able to see all open trips as well as any other sequences at your base and request whatever you want to fly
8. You can view your ballot history to see the awards and results of the TTS and UBL runs (will not update in FOS)
9. You can update your requests and review daily. Edit throughout the day or week - it's there for you to review and update
10. Make sure you save after any update/edit to your ballot

Questions and answers

Q. How many requests can I enter and what's the max number of choices for the practice runs?

A. Five requests with a max of 100 choices in each. The exception is you can update a pure UBL request/choice without any limits of choices or counting toward the limit of five requests. A pure UBL request/choice is a pickup from today or tomorrow's UBL dates.

Q. Will the calendar in Crew Portal reflect my actual schedule? When trades go through will I see the changes on my calendar?

A. The TTS calendar shows your schedule from FOS, but doesn't update the awards.

Q. When TTS goes live and we are using the credit window and max logic, what affects my credit window?

A. Trading, dropping and picking up within TTS affects your credit window. If you pick up any time while flying your sequence (for example, you're on a 15-hour sequence that turns into an 18-hour sequence), that will affect your credit window.

Q. I am clicking on the day on my calendar that a sequence is on and it is only showing the *pickup* option, is TTS malfunctioning?

A. To put a request on a sequence, you must *click on the actual sequence*, not the days the sequence touches to populate the *trade* and *drop* request options.

Q. I'd like to drop my sequence and if I can't drop, I'd like to trade my sequence. Can I put more than one request on my sequence?

A. You can only have one request on a sequence. There's a built-in function in the trade request option called *conditional drop*. This populates as a choice (below the sequences) within the trade option when selected and tells the system that you'd like to trade and if you can't trade, you'd like to drop. If you'd prefer to drop first, move the *conditional drop* choice (after you add it to the trade request) above the sequences you have selected to trade for. After you move the drop choice to the first choice spot, it tells the system you would like to drop and if you can't drop, you would like to trade.

These aspects of TTS are *not* included in the practice run:

- ✓ Credit window
- ✓ If you reach your max projection, you won't be able to pick up more time
- ✓ OE trips will not count toward your projection
- ✓ HI1-header information will not be visible till August line awards
- ✓ IPD indicator will not be on the sequences till August, so the IPD ballot search will show under NIPD

If you reach your maximum projection (PROJ) under today's rules, you won't be able to pick up additional time using the practice TTS tool, but will be able to trade for another sequence.

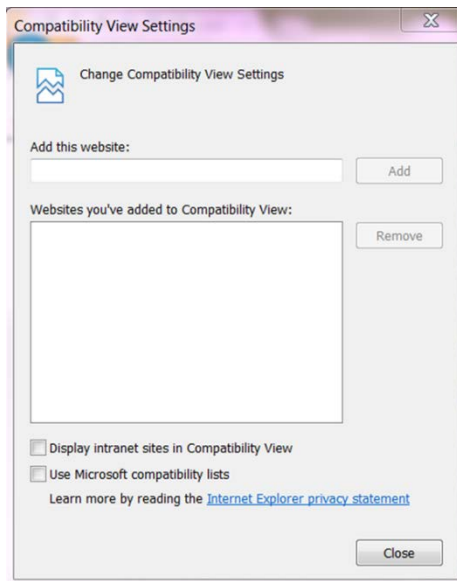
Why should I participate in TTS practice runs?

- Learn how to use TTS to submit a ballot to modify your schedule
- Practice modifying your schedule using live schedule data
- Understand the results including denial reasons and descriptions

Troubleshooting:

Here are a few things to try if things aren't working like they should:

- Clear your cache in your browser, you can follow these steps:
https://aaflightservice.aa.com/pdf/EA/clear_cache.pdf
- If you see a blank screen while using Internet Explorer, follow these steps:
 1. Go to *Settings>Compatibility View* (it should look like this picture)
 2. Ensure there are no websites listed (including aa.com)
 3. Make sure *Display intranet sites in compatibility view* is unchecked



- If you're having problems getting to the test page, try a different browser (Chrome, Safari, Internet Explorer, etc.)
- If you're still having problems, try this link: <https://ttsfa.aa.com/FATripTradeSystem/> (*this address is case sensitive*)

If you'd like to know more about TTS, we have an [online guide](#) available. If you've already completed the [TTS WBT](#), you can take another look in the [TTS WBT review](#).

If you don't see what you're looking for, feel free to ask a specialist at a Navigation Center or using the link on [Crew Change](#). You can visit [Crew Change](#) directly on your FA tablet from the FOI app while you're on the go.