

ProBid Plus User Guide

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What is ProBid Plus?

ProBid Plus is a bidding tool that allows bidders to input some basic information regarding what they do or don't want to fly and have a set of bid groups that reflect their desires generated for them. These bid groups will preference a bidders priorities in the order in which they indicated. Once a bidder receives their bid groups, all they have to do is review them for accuracy and then input them into the PBS system.

ProBid Plus uses a common bidding style. The idea of avoiding what you don't want and awarding everything else has been around since the inception of PBS and was widely taught in the early days of PBS. It's still an effective bidding technique and is the technique used by ProBid Plus, with a few additions. ProBid Plus users can include SET and WAIVE statements in their priorities and have them preferred, in order, along with specific types of trips. ProBid Plus also allows bidders to specify certain layover cities that they prefer above all else along with the length of a trip that contains that layover.

Reserve bidders can also use ProBid Plus to construct bid groups. The reserve module is designed to simplify reserve bidding based on blocks of days off.

ProBid Plus is appropriate for bidders of all knowledge and seniority levels. Less experienced bidders may want to input the bid groups they receive without any modifications, while more experienced bidders can use the bid groups that ProBid Plus generates as a starting point, adding or subtracting bid rows as desired to customize their bids to meet their own personal requirements. The groups that ProBid Plus builds will gradually relax a bidder's requests to the point where a line award can be made while maximizing a bidder's seniority.

ProBid Plus is currently available for constructing line bid groups and reserve bid groups, and using ProBid

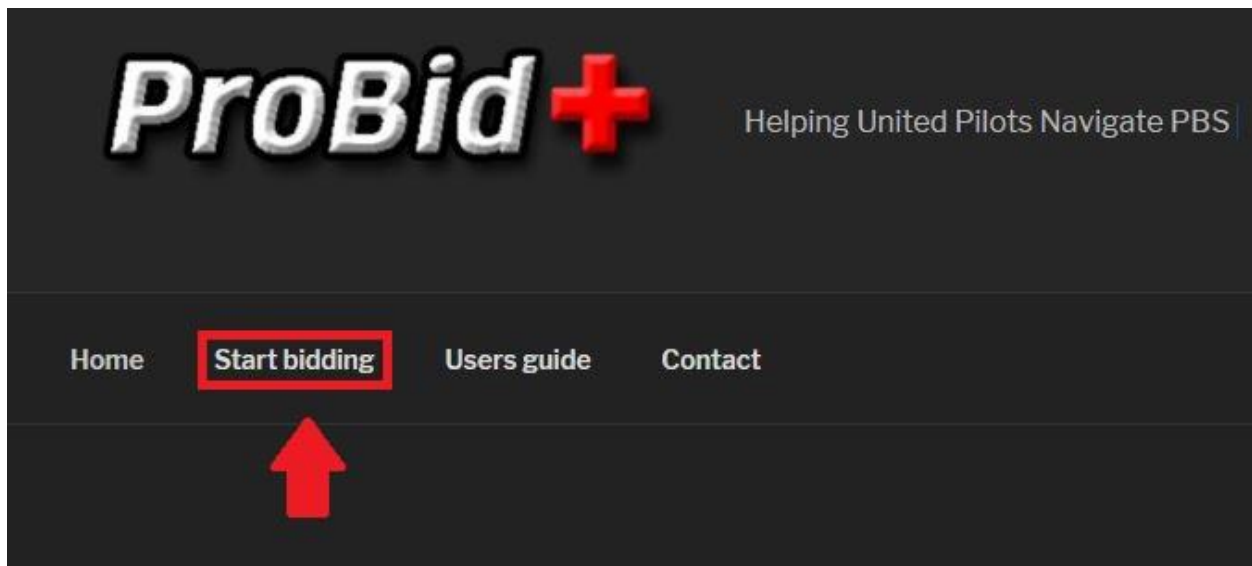
As always, all bidders have access to ALPA trained PBS trainers during the bidding window who can answer any questions regarding ProBid Plus and the bid groups that ProBid Plus generates. These trainers can be reached by phone at (231) U-GOT-PBS, or by visiting the Prefbid.com forum and either posting questions or chatting live with a trainer. If you have questions or need assistance, please use these resources as needed.

Getting Started with ProBid Plus

There are two ways to access ProBid Plus. You can go to www.prefbid.com and click the link at the top of the page, and then select ProBid – Automated.



You can access ProBid Plus directly by typing www.probidplus.com directly into the address bar on your browser. Once you've arrived there, you will need to log in with your United email address by clicking the "Start Bidding" link.



Enter your “U” number for both your login ID and your password. The “U” MUST be capitalized in your password in order to log into the system.



Once you’ve logged in you will be taken to the bidding page. Prior to entering your first bid, we suggest that you visit the “My Account” section of the system to update your email and change your password.

Viewing your Account Information

After you have logged in for the first time, you can access your account information by clicking on the “My Account” button on the right side of the page.



This will take you to your account settings where you can change your password at any time. You can also enter your United Airlines email address to facilitate password recovery should you forget your password. You must use your United Airlines email address for this feature. When you have submitted your new information, use the “Return to Home” radio button to return to the bidding screen.



After your initial login, before navigating to your account, be sure to click the “Show my Bid Groups” button to save your preferences as you have them entered. ***If you do not do this, any work you have done since you last viewed your bid groups will not be saved.***

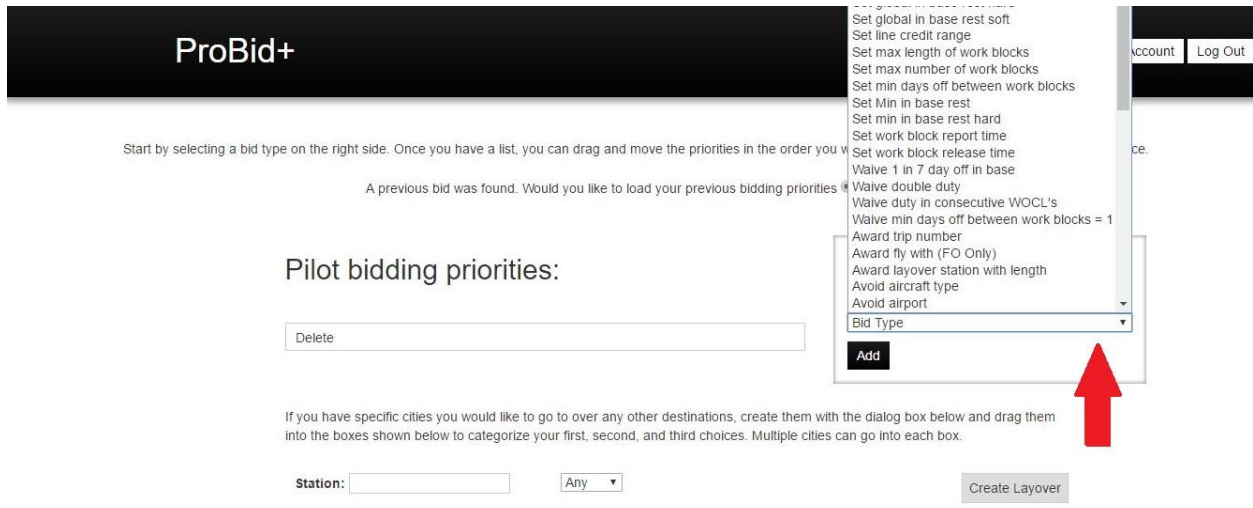
Using ProBid Plus

Once you have accessed ProBid Plus, you will be able to start working on your bid. A sample set of preferences will be generated, and these can be deleted if required. ProBid Plus uses a dropdown menu to generate new bid preferences, and when one is selected, they will appear at the bottom of the bid preference list. Most commands in the dropdown menu are AVOID commands, however bidders can also choose from SET, WAIVE, and some AWARD commands.

After your first use, ProBidPlus will save your preferences. You can choose to load those preferences by clicking the appropriate bubble at the top of your screen.

The screenshot shows the ProBid+ web interface. At the top, there is a black header with the ProBid+ logo on the left and "My Account" and "Log Out" buttons on the right. Below the header, a message reads: "Start by selecting a bid type on the right side. Once you have a list, you can drag and move the priorities in the order you want them. Drag to the 'Delete' to remove a choice." A red-bordered box highlights a notification: "A previous bid was found. Would you like to load your previous bidding priorities Yes No". Below this, the "Pilot bidding priorities:" section contains three input fields: "Set line credit range 70:00 To 90:00", "Waive 1 in 7 day off in base", and "Delete". To the right, the "Bidding Objects:" section features a "Bid Type:" label, a dropdown menu with "Bid Type" selected, and an "Add" button. At the bottom, a note states: "If you have specific cities you would like to go to over any other destinations, create them with the dialog box below and drag them into the boxes shown below to categorize your first, second, and third choices. Multiple cities can go into each box."

All a bidder needs to do is to select their priorities from the dropdown menu, then place them in order on the screen.



A bidder's highest priority should be placed at the top, and their lowest priority be placed at the bottom. For example, consider the following bidders priorities:

- 1) Avoid Saturdays
- 2) Be awarded a line with 80 hours or more of credit
- 3) Avoid international flying

You will notice that there is no "weekly" option when entering commands such as avoid work. If you want to avoid Saturdays, you will need to select each Saturday and place them in priority order in your bid group so that if you can't hold all Saturdays off, you can try to get those that are most important. Or, if you are a more senior bidder, you can avoid one Saturday here and change the command in PBS when you enter your bid groups. Either way, there is no weekly option for any commands at this time.

For each of these requirements, the bidder would choose the appropriate command from the dropdown menu on the right of the screen. Once the bid row has been created and appears in the list on the left side of the screen, it can be moved to any position within the bid preferences by dragging and dropping the individual command.

Pilot bidding priorities:

Avoid work 2017-07-01 to 2017-07-01 00:00 To 2017-07-08 to 2017-07-08 00:00

Set line credit range 80:00 To 90:00

Avoid trip type International 2017-06-29 to 2017-07-30

Each command can be placed in any position. Additionally, a bidder can use multiple instances of the same SET commands. For example, A bidder can preference different credit ranges at different priorities. ProBid Plus will automatically change the credit range in the appropriate bid group when that priority is reached in a bidder's preferences. This gives a bidder a great deal of flexibility in constructing their groups.

Pilot bidding priorities:

Avoid work 2017-07-01 to 2017-07-01 00:00 To 2017-07-08 to 2017-07-08 00:00

Set line credit range 80:00 To 90:00

Set line credit range 75:00 To 90:00

Avoid trip type International 2017-06-29 to 2017-07-30

Since there is no limit on the number of times a bidder can use ProBid Plus, multiple scenarios can be constructed and entered.

It is important that bidders place the command in order of relative importance from top to bottom!

Once a bidder is done working with their priorities, they simply hit the radio button at the bottom of the page labeled "Show my Bid Groups" and ProBid plus will create a series of bid groups that will properly prioritize the bidder's choices. All the bidder needs to do is to enter them into their PBS Bidding Screen and submit their bid groups. **Remember to always submit your bid groups in PBS!**

**Note that ProBid Plus has no access to your PBS Screen and cannot submit your bid groups for you. Never give your PBS login credentials to anyone who offers to submit your bid for you as doing so could be a violation of company security guidelines.*

After entering your bid groups into the PBS system, always check your filters to be sure that they look the way you want them to look, and always run a BAT on your bid groups to see that what you are asking for will produce a legal line. The bid groups produced by ProBid Plus should eventually produce a line award at any seniority.


When using ProBid Plus, your work will **not** be saved if you navigate to the “My Account” section of the system unless you click the “Show my Bid Groups” radio button FIRST. This will show your bid groups, but then from there you can click the back arrow on your browser to take you to your account. From there, you can click the button to return to home and your preferences will be as you left them.


It is always good practice to click “Show my Bid Groups” in order to save your work before navigating away from the home screen.

Using Layover Cities

ProBid Plus offers bidders the option to pick specific layover cities and specify a layover length. This is done below the bid row section on the screen. To choose a layover city, simply enter the three-letter airport code, input any desired layover length, and click on the “Create Layover” radio button.

If you have specific cities you would like to go to over any other destinations, create them with the dialog box below and drag them into the boxes shown below to categorize your first, second, and third choices. Multiple cities can go into each box.

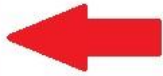
Station: [Click here](#) 

[Input City here](#) 

This will create an icon that can then be dragged into the first choice, second choice, or third choice box just below. A bidder can enter multiple cities into each choice box, and each of the cities in the same boxes will be treated as equally acceptable in the generated bid groups.

If you have specific cities you would like to go to over any other destinations, create them with the dialog box below and drag them into the boxes shown below to categorize your first, second, and third choices. Multiple cities can go into each box.

Station: Any ▼ Create Layover



Drag this icon to a box below to indicate a priority within your bid groups

When ProBid Plus creates bid groups with layover cities, the layover cities will hold a higher weighting than all other trips that were not specifically bid. These cities will be placed at the bottom of the generated bid groups, but savvy bidders may choose to move those layover cities to the top of their bid groups when they are submitting them, if appropriate based on their other preferences. This is an advanced technique that should only be attempted by bidders with a strong knowledge of PBS, or with the assistance of the pilot trainers. Contact information for the pilot trainers is at the end of this users guide.

Reserve Bidding

Bidders can now use ProBid Plus to create reserve bid groups. The reserve bidding concept within ProBid Plus is based on the idea that bidders will receive no more than four blocks of days off per the UPA. While global and basic reserve construction rules are different, in neither case will a bidder receive more than four blocks of days off unless they are eligible for a single day off at the beginning of the month. It is advisable that bidders be familiar with the reserve construction rules for their category prior to bidding for reserve, regardless of if they are using ProBid Plus.

Creating reserve bid groups is similar to creating line bid groups. From the Bidding Objects dropdown menu, scroll to the bottom and select "Reserve Bid Group". This will modify the bidding objects window to allow bidders to input up to four periods of days off, in order of preference, using a calendar to select the preferred days. Also available is a check-box that will allow bidders to opt into a bid group that will award as many of the requested days off as possible.

When bidding reserve, be sure to NOT select any other bidding priorities. Selecting other priorities will result in inaccurate bid groups. The other priorities listed are intended for line bid groups only. Bidders have the option to choose set statements to use while inputting their bids into PBS, but they should not use them while bidding with ProBid Plus.

If a bidder would like to bid some reserve bid groups and some line bid groups, they should create two sets of bid groups with ProBid Plus, one set of line bid groups and one set of reserve bid groups. Then,

when inputting their bids, bidders can alternate line and reserve bid groups based on their priorities, taking bid groups from each and placing them in the order that best reflects their desires.

For bidders who are eligible for a single day off at the beginning of the month, and who choose to bid for that option, they must select that option from the waive menu within PBS while inputting their bids. This option is not yet available within ProBid Plus. The single day off option is only available to bidders who are working the last day of the previous bid period and the single day would be used to break a one-in-seven day stretch of duty. Please refer to the UPA for specific guidance, or contact a PBS trainer for additional assistance.

Viewing the generated Bid Groups

Once a bidder has completed placing their priorities in order and created any layover cities they desire, their generated bid groups can be displayed by clicking the “Show my Bid Groups” radio button. This will display the bidders bid groups, in order, just as they should be entered into the PBS system. Clicking the “Email bid group” radio button will automatically email the bid group to the email address that is entered so a bidder can retain their bids if desired.

ProBid plus will save a bidder’s preferences so that the next time they visit, they can begin with the same preferences they used during their last visit. Simply click “Yes” at the top of the screen where prompted to load previous bid preferences.

FAQ

Is there a fee to use ProBid Plus?

No, there is no fee to use ProBid Plus. ProBid Plus is a free service available to all United Pilots and supported by ALPA and ALPA PBS Trainers.

How often can I use ProBid Plus?

There is no limit to the number of times you can use the ProBid Plus service. Additionally, you can use ProBid Plus outside of the normal bidding window and enter them into your standing bids within PBS as you choose, subject to occasional outages for routine maintenance tasks.

Why can’t ProBid Plus submit my bid groups for me?

The only person authorized to enter your bid groups for you by the company is you. Giving your login credentials to a third party to access or enter your bids could be a violation of corporate security policies. Giving your credentials to anyone places both of you at risk. At no time will an ALPA trainer or representative ask you for your PBS or CCS login credentials.

How can I get help with ProBid Plus, or with PBS for that matter?

ALPA PBS Trainers are available during the bidding window starting on the 7th and following bid awards until the morning of the 23rd. You can get in touch with a trainer by visiting the Prefbid.com website and posting in the forum, or by chatting on-line with a trainer. You can also use the phone support Help Line by dialing (231) U-GOT-PBS.

How do I change my password?

Click on the “My Account” button near the top right section of the screen. Password can be changed at any time in this area.