First, click on Start Bid Group, then select Start Reserve.

Once you click Apply, you’ll see a number next to Start Reserve.

The next step would be to enter your Preferred Days off. (With a Reserve bid, you don’t tell the program what days you want to work, but rather what days you want off.)

The proration chart in the bid packet will help determine the number of days off you’ll get. May is a 31 day month, so with 0 absence days in a 31 day month, you’ll get 12 days off, 8 of which are GDO’s. (If you have Vacation/Extensions in the month, those are absence days so you’d look at the appropriate line to determine your prorated days off.)
A couple things to consider before you enter your Preferred days off...

First, you can’t have a single Reserve Day. If you request Preferred days off that create a single workday, your day off request won’t be honored.

Second, do you want to Waive your Calendar Day Free from Duty? Doing so will allow the program to award you more than 6 reserve days in a row. This is the only waive applicable for a Reserve bid, as the others that you may be familiar with only apply to a Start Pairings bid group.

If you choose the include the reserve waive, click on Waive, then Calendar Day Free From Duty, then click Apply.
The last thing to consider before entering your preferred days off is which days you want as GDO’s. PBS does not differentiate between GDO’s and ADO’s. We in Crew Planning must look at the days off the program awarded to you and from there, manually assign your GDO’s. We assume that the first 8 days you list in your Reserve bid are the ones you want as GDO’s and will assign them as GDO’s as long as it meets the approved pattern.

The pattern allows for 2/2/2/2, 2/2/4, 2/3/3, 3/5, 4/4, 2/6, or all 8 days together with no single GDO’s. If your first 8 awarded days off are not in this pattern, we may have to skip that day (it will stay as an ADO) and move down your bid to assign GDO’s.

To enter your preferred days off, click on Prefer Off.

Then you can choose the way you want to enter your days off.

You can choose to enter all dates on the same line, OR you can enter them in separate lines.

Here is an example of using Dates List to enter all on the same line. The order you click on it in the Dates List Calendar is the order it appears in your bid.
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Once you hit Apply and Reset All, it’ll appear like this. In this example, when Crew Planning is evaluating your bid to assign the GDO’s, we’d see 5/8, 5/9, 5/10, 5/22, 5/23, 5/31, 5/30, 5/29 as your requested GDO’s and 5/16, 5/17, 5/1, 5/2 as your requested ADO’s. (The preference is Left to Right when all dates are on the same line.)

The other way to do it is placing each date on separate lines. (We do recommended method, as it helps visually see how many dates you’ve entered and also does help when we manually assign GDO’s; however it is totally your preference as to which method you use.)

Here is what it looks like using the Date List with the same dates as the previous example, but placing them in separate lines. To do this you’d select the date, then click apply, reset all after each date. It takes longer, but you can easily see that you’ve requested the correct number (Lines 3-14 = 12 days) and the order is clear… Line 3, Line 4, Line 5, etc.

Crew Planning will consider Lines 3-10 as your requested GDO’s and Lines 11-14 as your requested ADO’s.

Hope that helps to explain how to place a Reserve Bid!