FLICA Overview

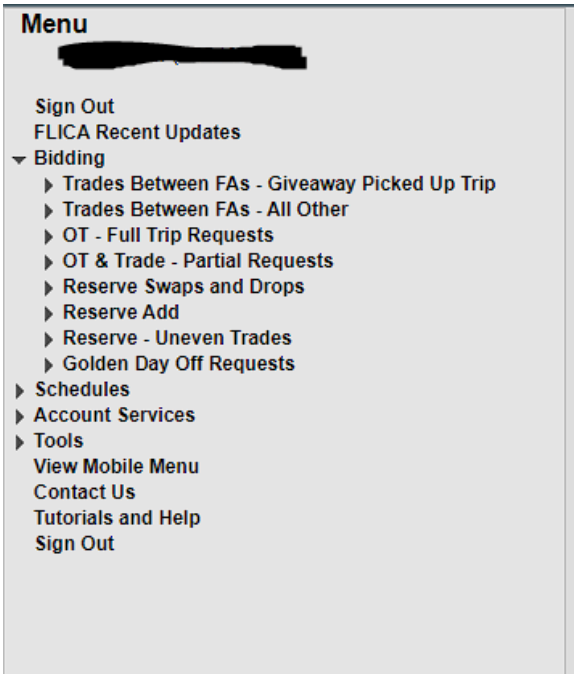
FLICA.net

User ID is FLG + your employee ID ** If your ID is less than 6 digits then you need to add 0s in front of your ID number to make it 6 digits long. **

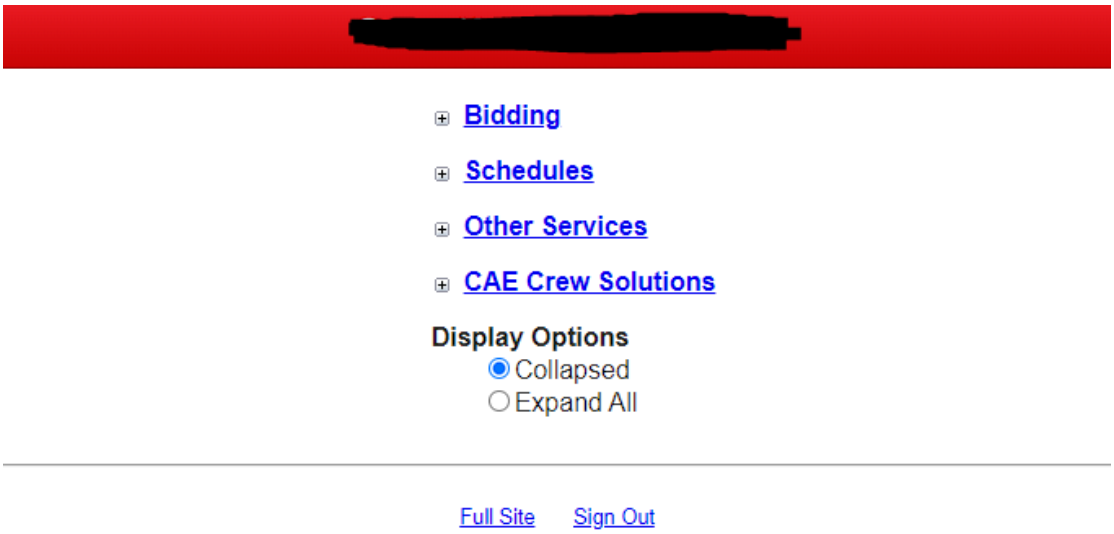
Definitions:
FA – flight attendant
RSV – reserve
CS – crew scheduling
OT – opentime
TB – tradeboard
P10 – pickup 100%

FLICA.Net is the website to add, drop, swap trips and reserve. You can also access your schedule, and the schedule of other FAs, along with the crew resource report. The crew resource report will be discussed in detail in another pdf.

On the left side of the screen there are folders that are divided into subfolders. The active folders are expanded, and this is the default view. Condensed folders can be your default setting by going to "***Account Services***" – "***Options***" – Menu display options: Collapse All. Either view can access the same information, just depends on preference.

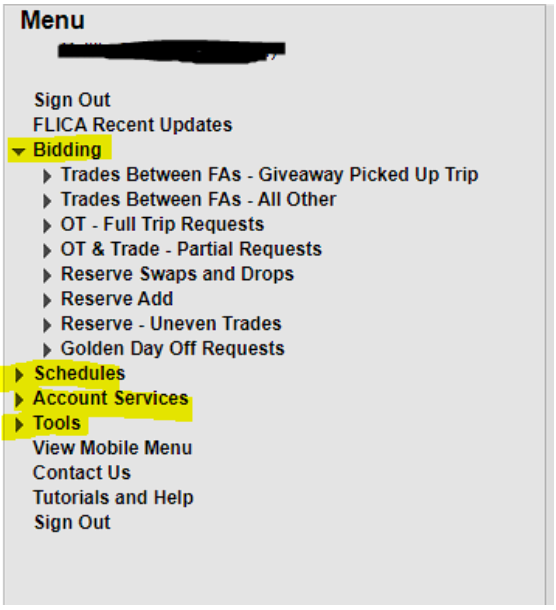


The mobile site looks like the image below, which gives all the same resources. Simply click full site to access the PC version.

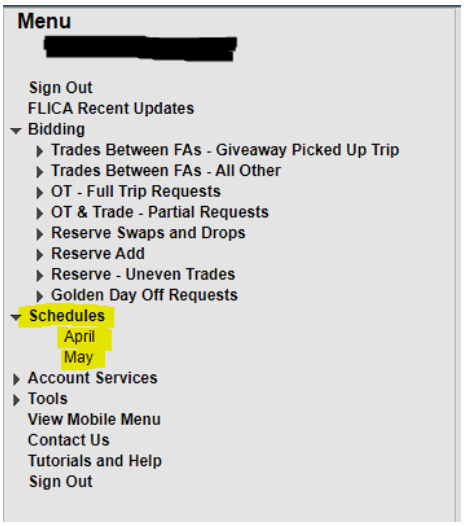


The main folders are:

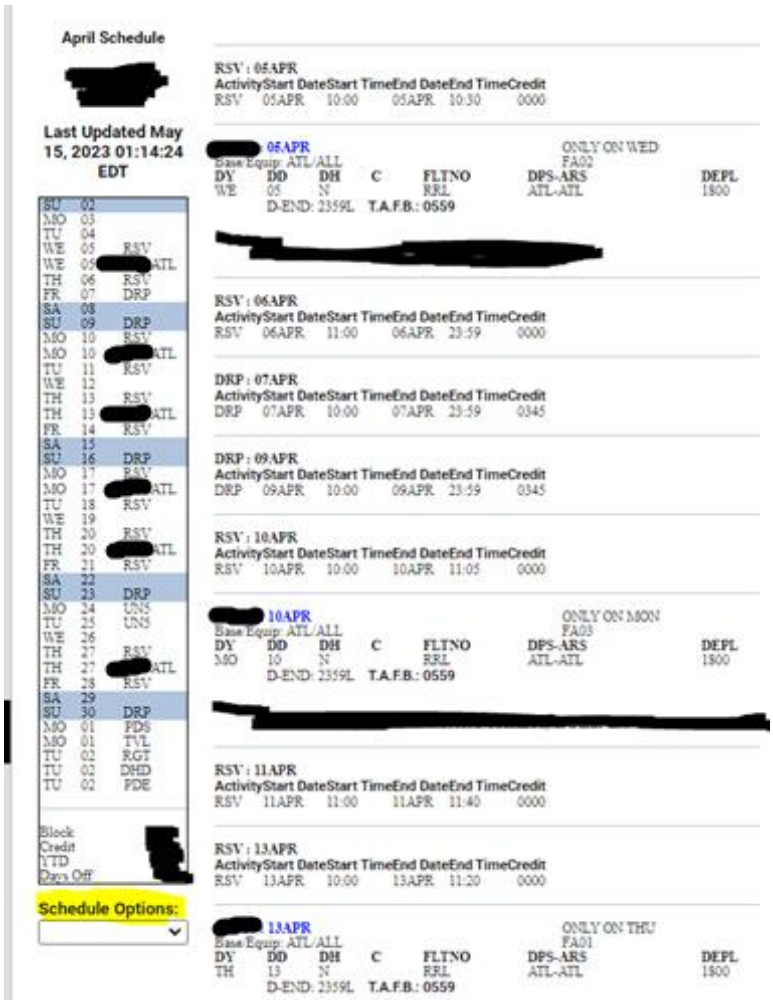
"*Bidding*", "*Schedules*", "*Account Services*", and "*Tools*"



“Schedules”

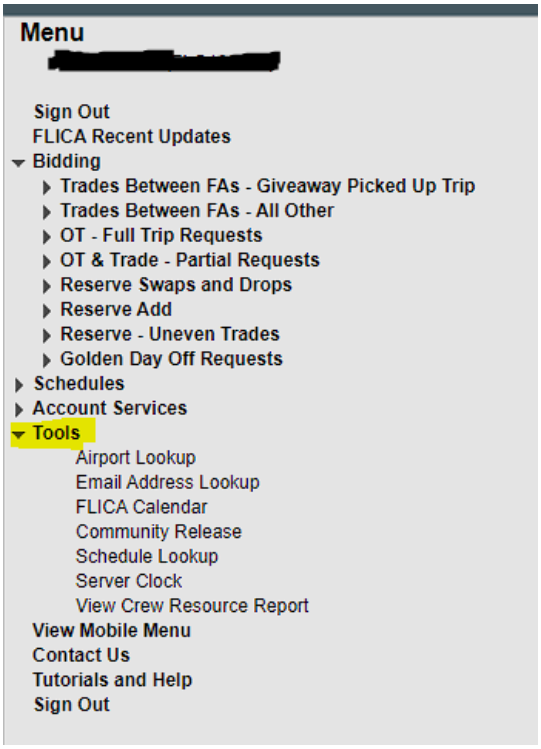


This shows the current month, the last month, and next month if schedules have been released. When a month is clicked it will show your schedule in a calendar view on the left, and the breakdown of your trips and/or RSV on the right. On the left under the calendar view you have “***Schedule Options***” dropdown menu, and this gives several ways to view and send your schedule.

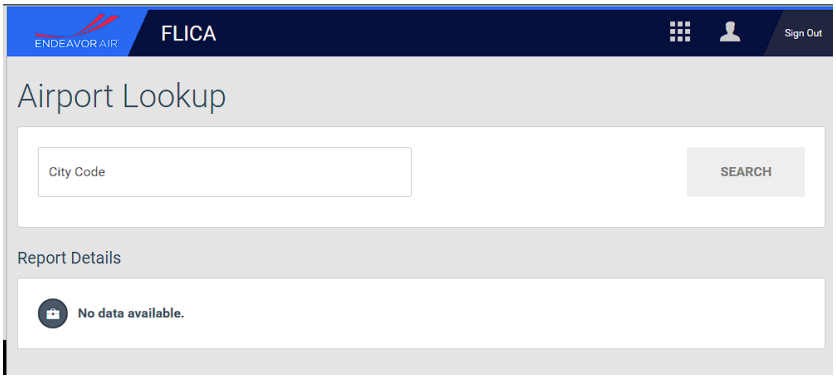


** Please note, the block and credit are not accurate on FLICA. Go to crew trac or rainmaker to see an accurate representation of your block and credit for the month and per trip. Both crew trac and rainmaker are available through the endeavorairnet.com website. **

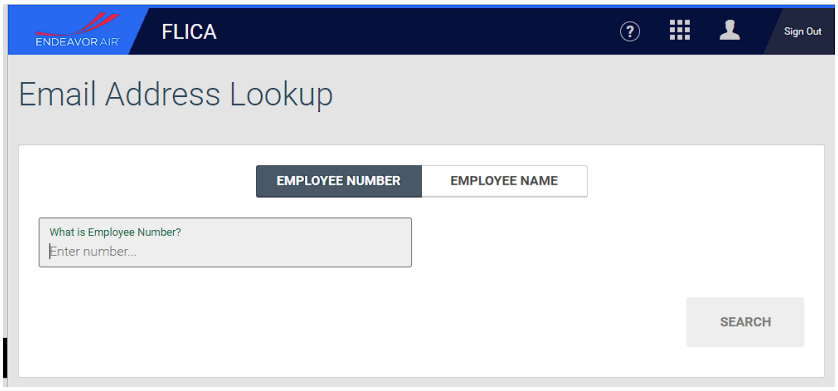
“Tools”



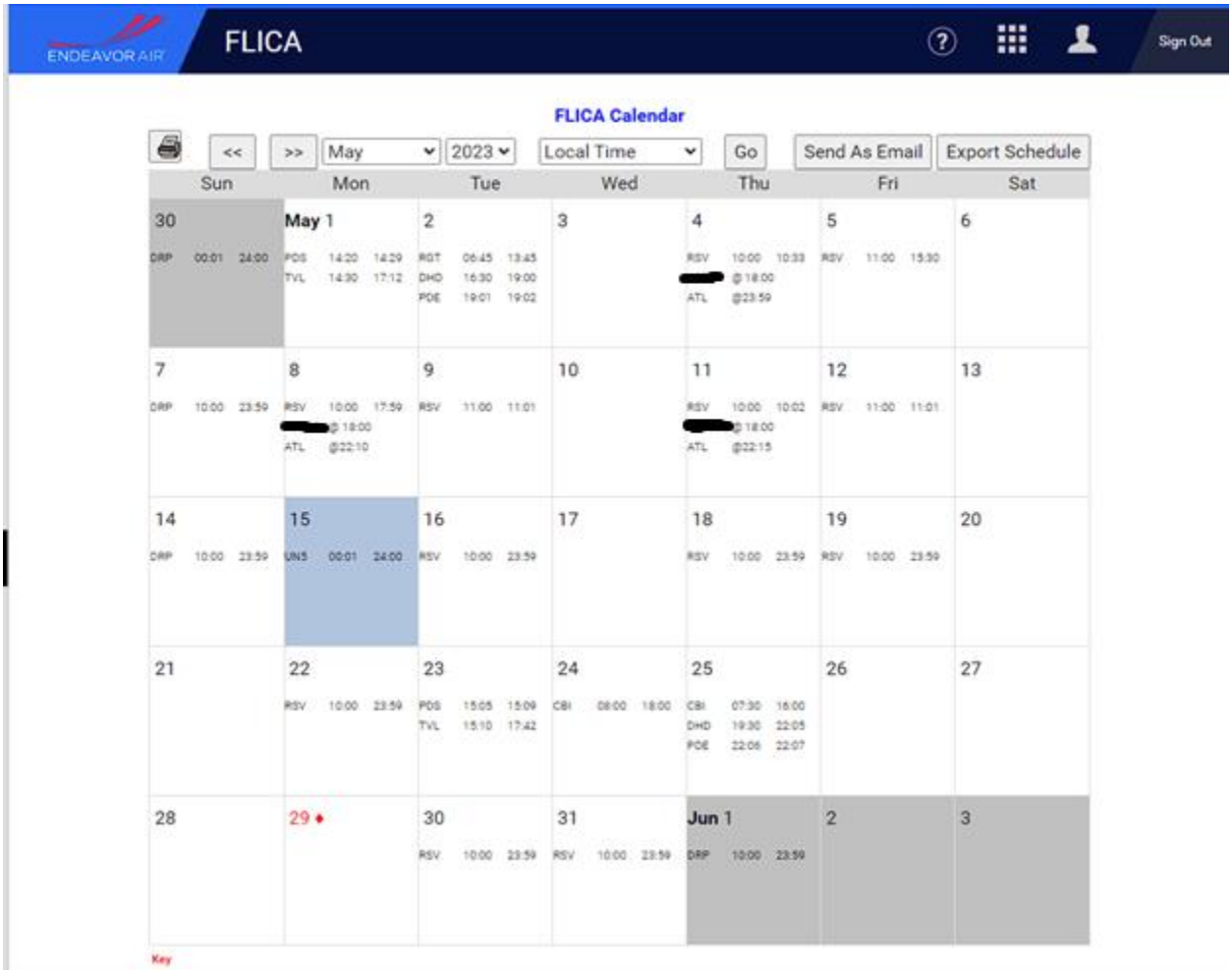
“***Airport Lookup***” - look up airports by their airport code.



“***Email Address Lookup***” - look up the listed email for FAs based on their employee number or name.

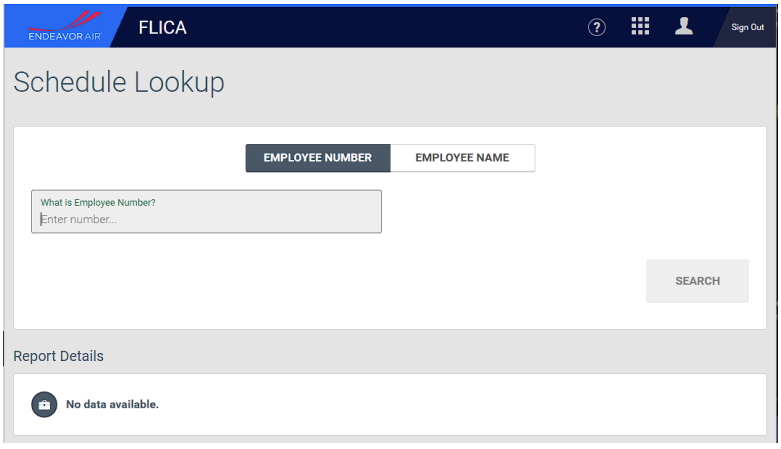


"***FLICA calendar***" - a traditional calendar view of your schedule, also accessible from the "Schedule Options" in the Schedule folder.



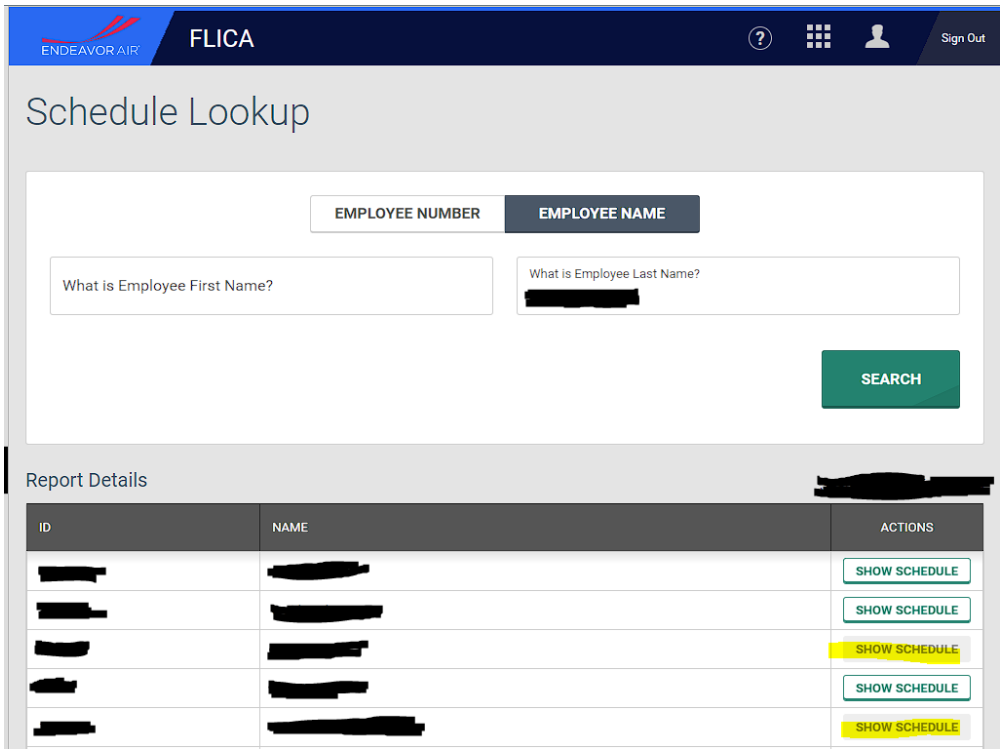
"***Community Release***" - for maintenance events, not really a tab to worry about.

"***Schedule Lookup***" - search FAs schedules based on their employee number or name.



Some FAs have hidden their schedule. If you would like to hide your schedule, go to the upper right corner, and click on the grey person and then on options. Alternatively, go under "***Account Services***" then to "***Options***". From here choose to hide your schedule, hide your email, as well as determine your preference for other display options.

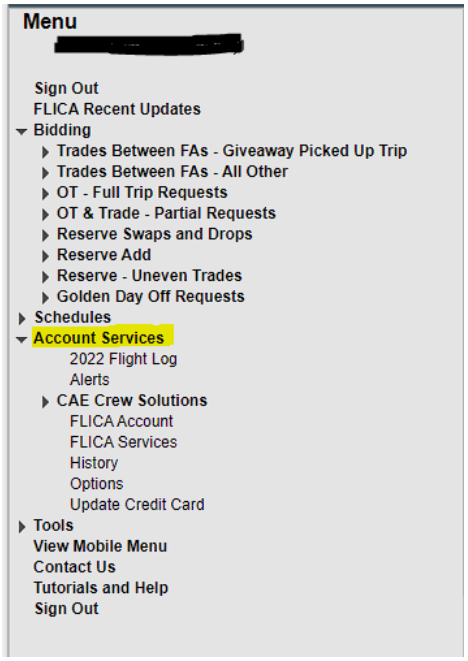
** If you choose to hide your schedule, be warned that it makes it much harder for union members to help you since they can't access your schedule AND it becomes harder to trade. There are also some FAs that refuse to trade with members that hide their schedules. **



"***Server Clock***" - the FLICA server clock in EST vs the airline local time.

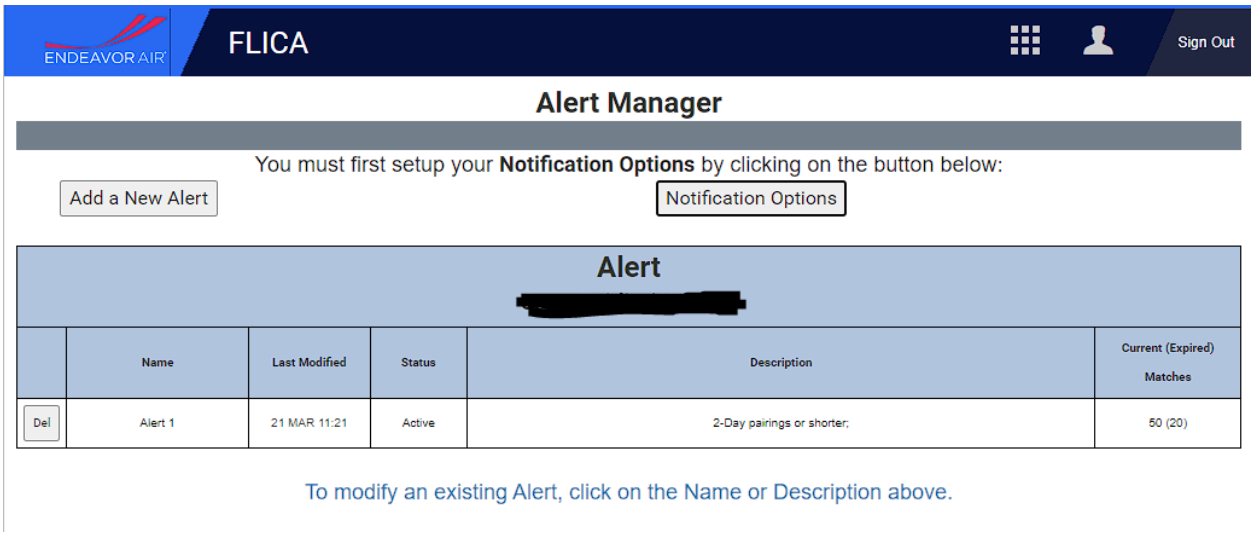
"***Crew Resource Report***" - this report shows all working crew based on their position and base. This report can be used to determine order of assignment. It will be discussed thoroughly in its own document.

“Account Services”



“***2022 Flight Log***” - not a tab you need to worry about.

“***Alert***” - pay FLICA to notify via text or email. For instance, have an alert(s) set up to notify of trips that are certain lengths, start at certain times, or even out of specific cities. Past sent notifications matching your search criteria can be accessed by clicking the number listed under Current (Expired) Matches.



This feature is very customizable, but again it is not free. Go to “***FLICA Services***” to set up alerts. It is $12/month currently and add a CC in the “***Update Credit Card***”.

“***FLICA Account***” - personal information, like name, address, user ID, and password.

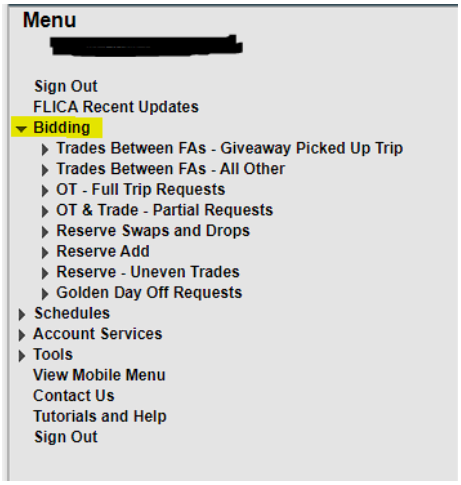
“***History***” - the charges to account.

“*CAE Crew Solutions*” folder:

“***Mobile Access***” - will send details for using your mobile phone with FLICA.

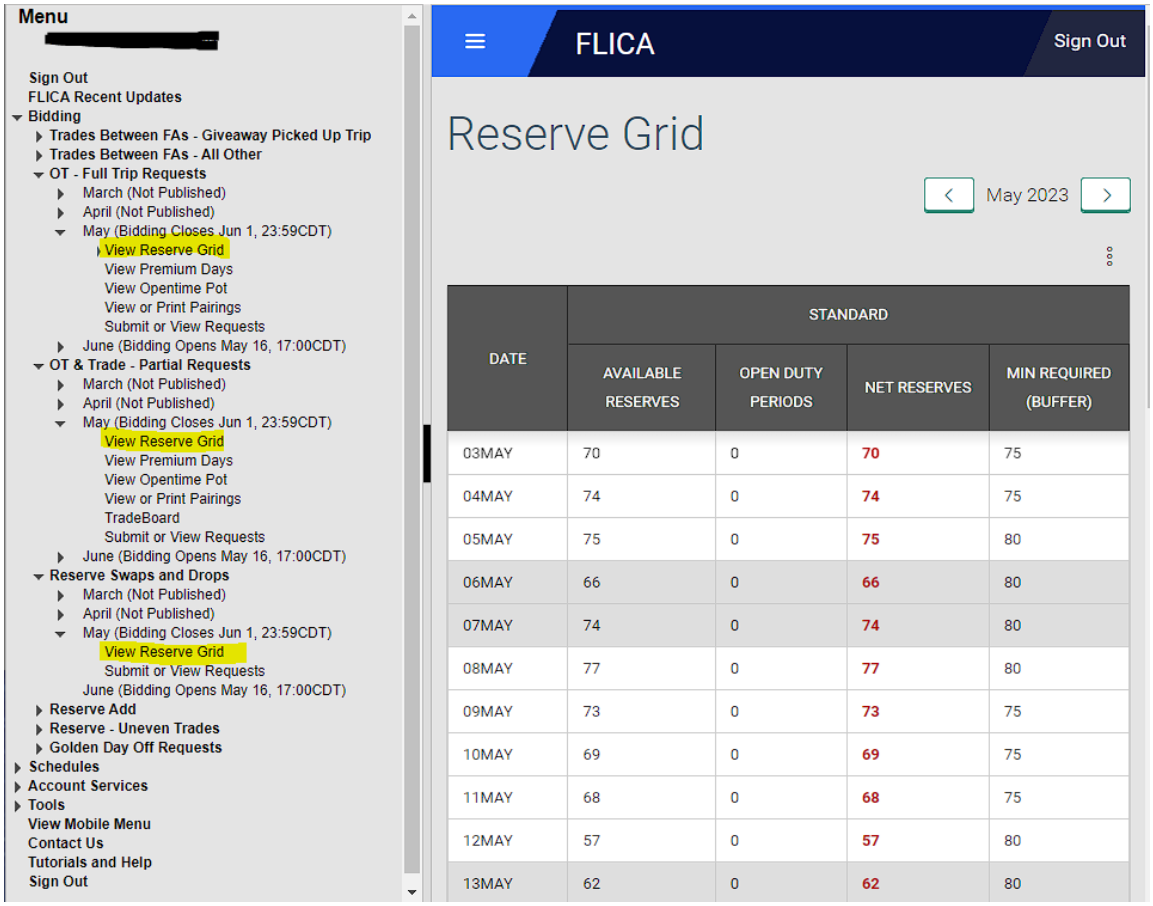
“***Rosterbuster***” & “***RB logbook***” - aren’t things you need to worry about.

Bidding



FAs don't actually bid through FLICA, but do manipulate schedules through trading, dropping, and adding.

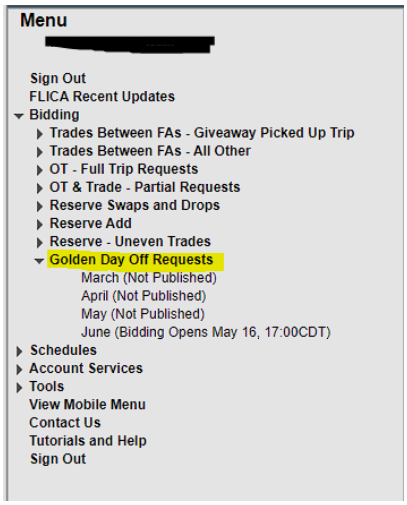
Subfolders are divided into months. Several of the folders under these months are the same across bidding. For example, if you click the "OT – Full Trip Requests" – "May" – "View Reserve Grid", it will show you the RSV grid of your base. Unfortunately, there is no way to see the grid for other bases. If needed, ask for screenshots from FAs at that base. So, the "View Reserve Grid" is the same in the "May" folder across each "Bidding" folder.



DATE	STANDARD			
	AVAILABLE RESERVES	OPEN DUTY PERIODS	NET RESERVES	MIN REQUIRED (BUFFER)
03MAY	70	0	70	75
04MAY	74	0	74	75
05MAY	75	0	75	80
06MAY	66	0	66	80
07MAY	74	0	74	80
08MAY	77	0	77	80
09MAY	73	0	73	75
10MAY	69	0	69	75
11MAY	68	0	68	75
12MAY	57	0	57	80
13MAY	62	0	62	80

Folders "***View Premium Days***", "***View or Print Pairings***", and "***View Opentime Pot***" are also divided into months with subfolders that are similar.

** Be sure to look at the correct month when there are multiple active months. For instance, after the 16th of May, June will also be an active subfolder with its own subfolders that will mimic the folders you see for May. **



"***Golden Day Off Requests***" - request golden days. If you need further information or to remind yourself on what golden days are and how to use them, please review the CBA on 5-8.13. It is only available from schedule release to the 23rd of each month. Once the folder closes, it can take a few days for golden days to be processed. Awarded golden days show up on your schedule, otherwise it was denied. Call or email CS to confirm if desired.

Terminology to differentiate the use between folders, except for terminology used on the tradeboards:

Dropping - dropping to the system, not to a FA. This can only occur when the grid is green (amongst other limitations).

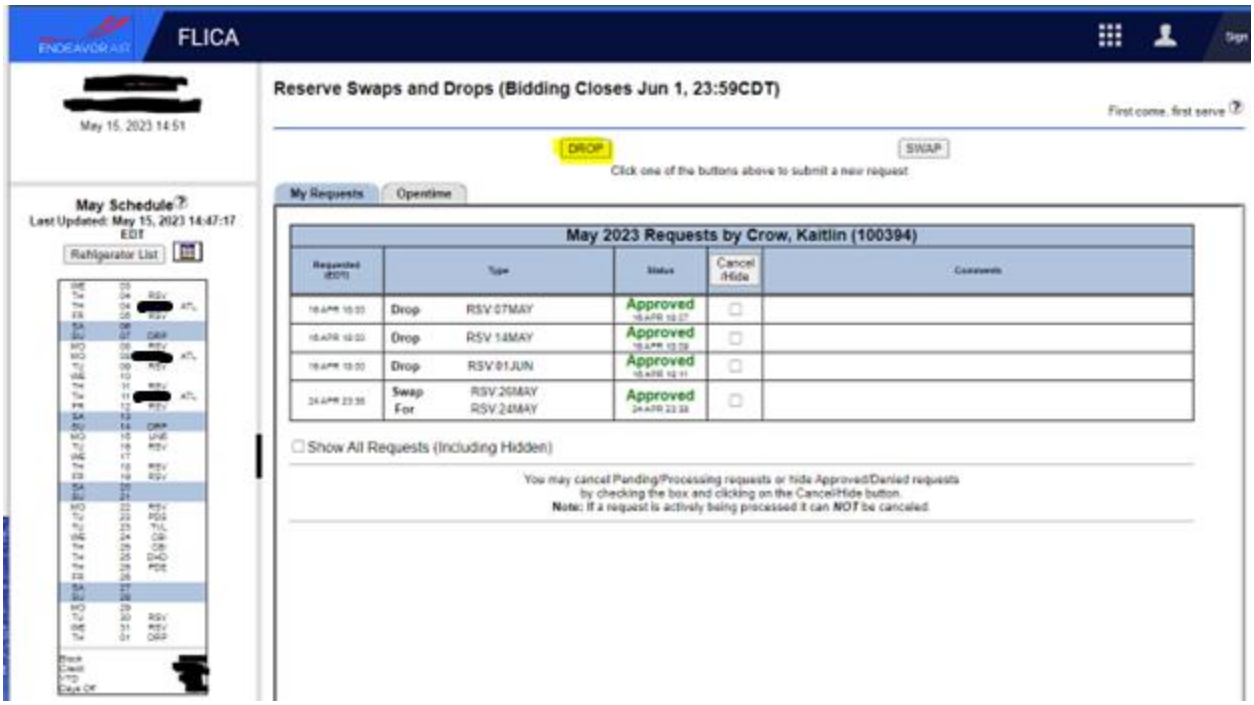
Swapping - means swapping with another day (essentially moving a workday).

Opentime - trips that come up because of call outs, NAFs, misconnects, added flying after initial scheduling, etc. These are trips that show up in opentime WITHOUT the TB green tag. Whereas trips with the TB green tag are trips FAs are trying to drop and have posted on the tradeboard.

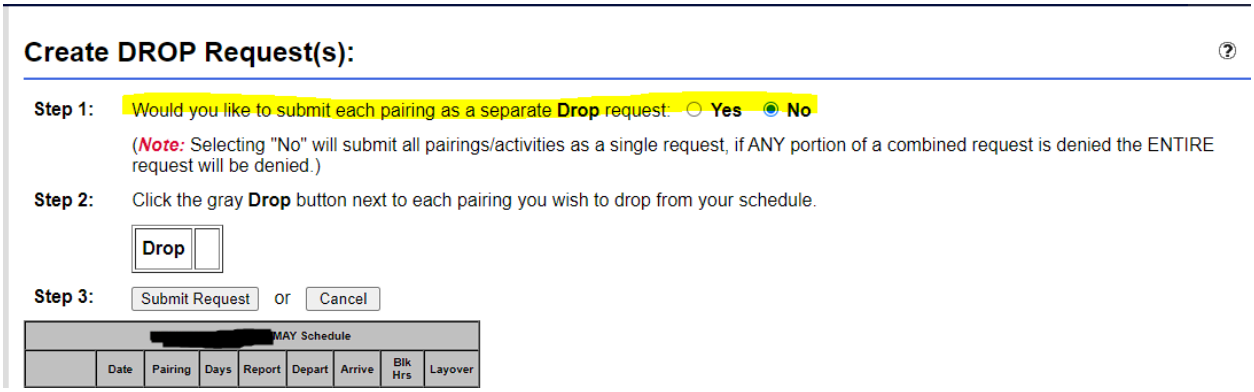
Adding - "straight picking up", or just adding to your schedule. For trips this comes from company opentime. Adding RSV is only when the company adds RSV days to opentime, which is rare.

Trading - trading with another FA, thus if another FA involved it is a trade to FLICA.

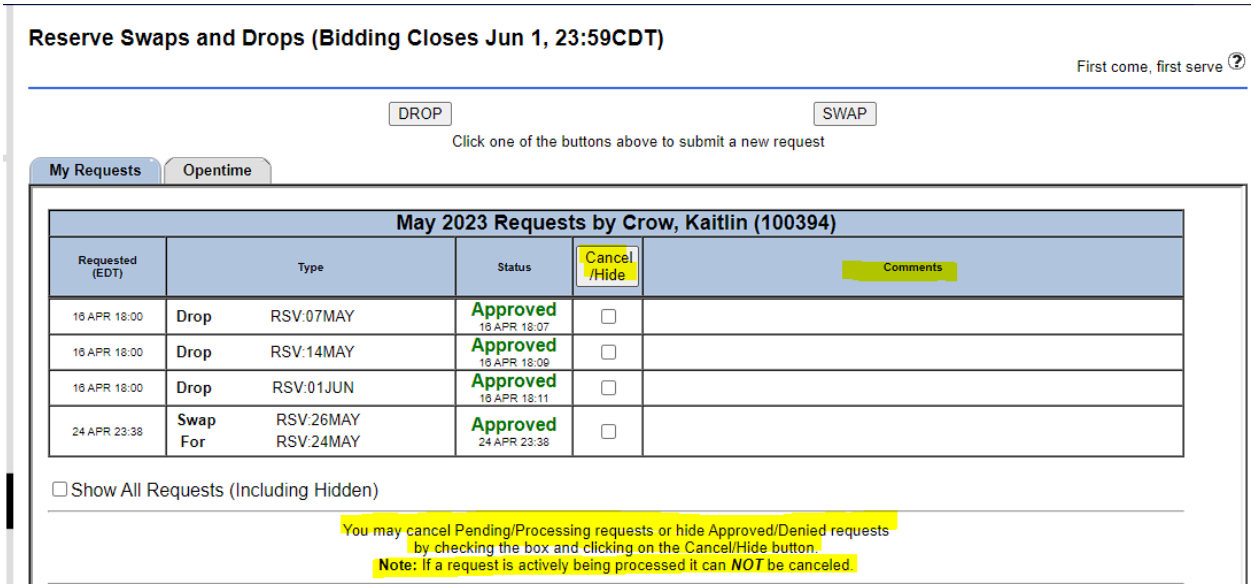
"***Reserve Swaps and Drops***" & "***Reserve Add***" & "***Reserve – Uneven Trades***" - use the "***Submit or View Requests***" folder that matches the task (swapping, dropping, adding, or trading). For example, if dropping a RSV day, with the grid is green for the specific day in May, go to the "***Submit or View Requests***" under the "***May***" folder. Click the DROP button at the top and select which days and SUBMIT.

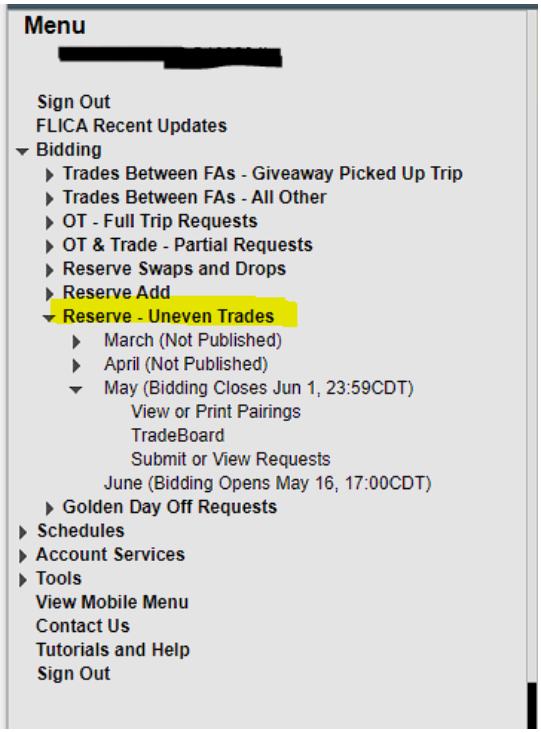


** There is an option at the top of the page to group together selected days as one drop, or to separate them into different drop requests. This is important to consider because if grouped and one day is red on the RSV grid then the whole trade will be denied. However, if separated, and a stretch is requested to be dropped, it will be denied at a certain point because you cannot have one lone RSV day. **



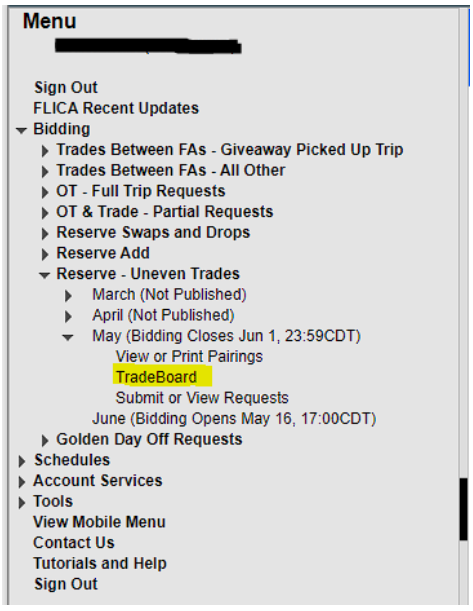
Each subfolder is set up pretty much the same. It is recommended to click through them. If submitting a trade, drop, swap, or add that you later don't want it can easily be canceled with the "Cancel/Hide" button in the "***Submit or View Requests***" folder (if not actively being processed or been approved). Denied requests will list a reason in the "Comments" box of that page. Call or email CS for more details on any denied request.

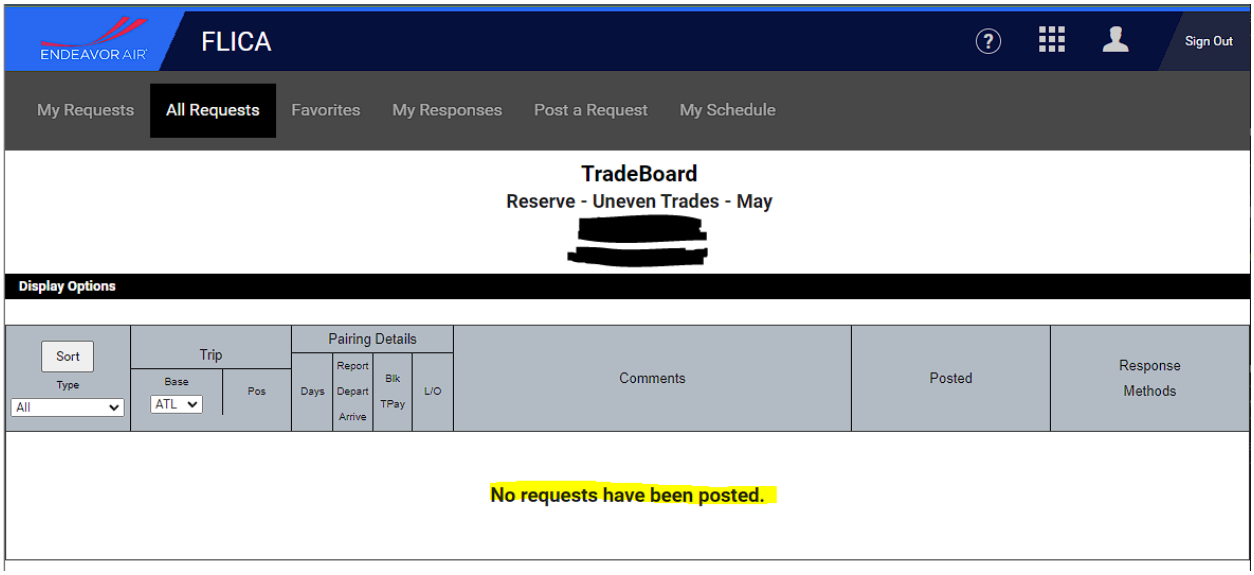




"***Reserve – Uneven Trades***" – use this folder to trade with RSV. Does not matter who initiates the trade, if trading RSV it can go in this folder. Remember trading means with another FA.

"***Reserve – Uneven Trades***" - "***TradeBoard***" - a digital tradeboard where anyone can post their RSV trade or drop requests for other FAs to see. However, this tradeboard is rarely used.

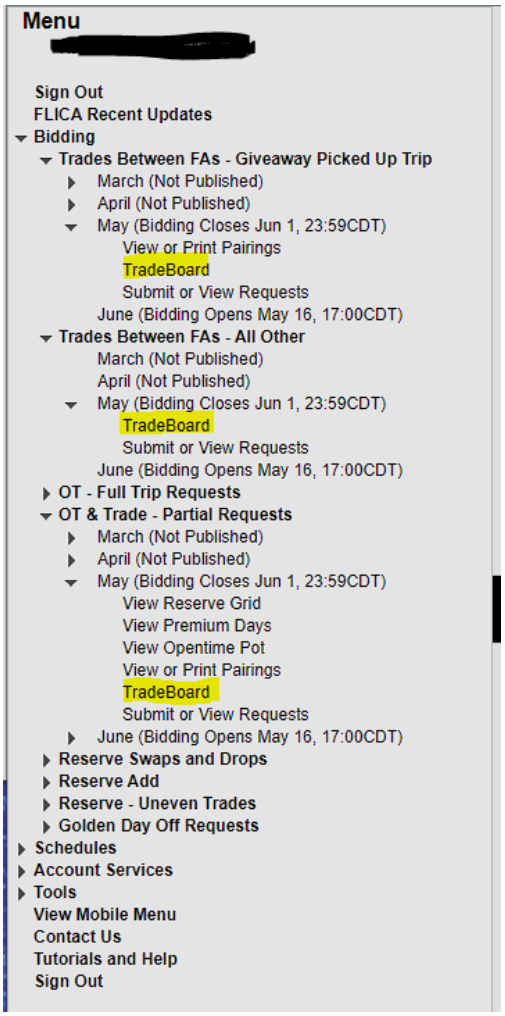




"***Trades Between FAs – Giveaway Picked Up Trip***" & "***Trades Between FAs – All Other***" & "***OT – Full Trip Requests***" & "***OT & Trade – Partial Requests***" - in each folder you will see a "***Submit or View Requests***" folder which is where you can go to swap, drop, add, and trade based on the main folder it falls under.

"***Trades Between FAs – All Other***" - picking up or trading full trips with another fa unless the trip is coded as P10. This folder is also designed to be able to automatically process RSV trades with a line holder as well. If denied when trying to trade with RSV try the "Reserve – Uneven Trades" folder instead.

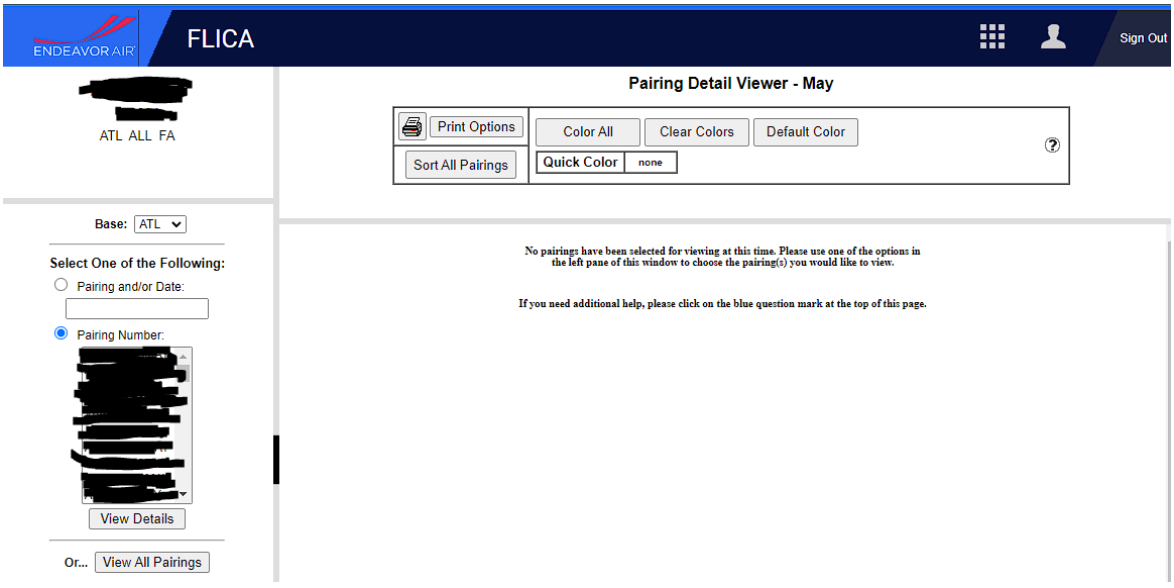
"***Trades Between FAs – Giveaway Picked Up Trip***" - trading with another FA for a trip coded as P10. P10 is the code used for "pickup 100%" so CS wants to ensure the trade is manually done. If under time constraint, put the trade in the "...All Other" folder and just be sure to leave a message in rainmaker about the P10.

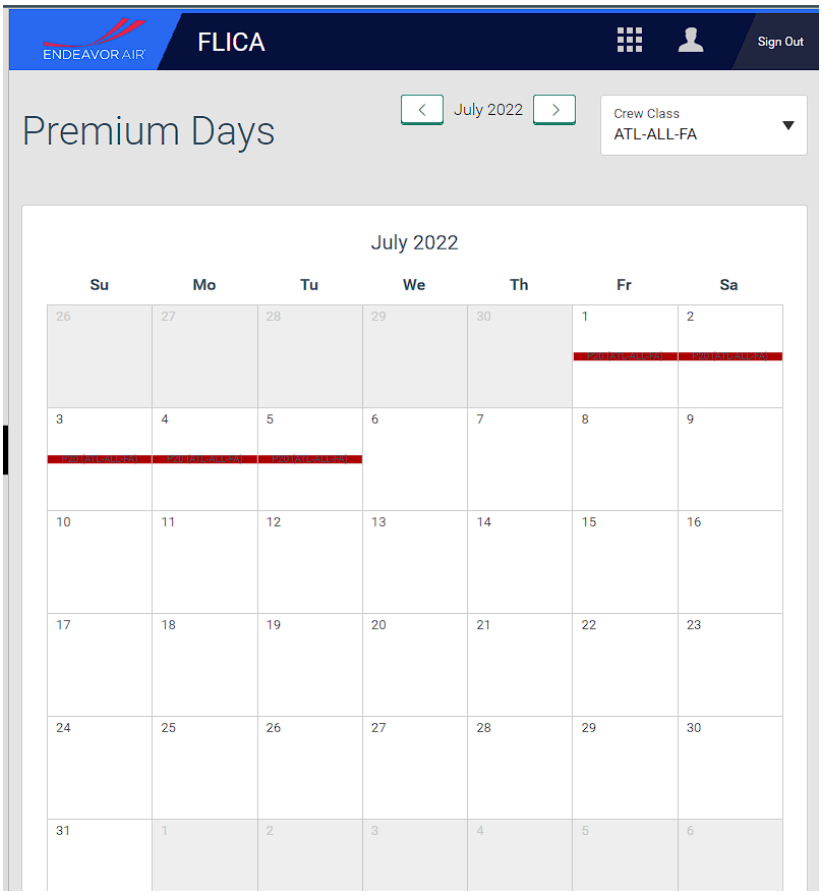


"***TradeBoard***" – within the trading trip folders there are digital tradeboards that you can list the desired schedule changes you want, like the one in the RSV folder. When a trip is added to a tradeboard it is added to opentime with the TB green tag. So again, any trips without the TB green tag are company opentime trips.

These three tradeboards are listed for use based on their specific folders (P10, full trips, partials). However, if you scroll through them, you will soon see that they are a very mixed bag. It is suggested to look at all tradeboards and to keep that in mind when posting for yourself.

"***View or Print Pairings***" - see and print specific pairings.





"***View Premium Days***" - shows any days the company is offering extra pay for anything picked up over the guarantee. If a trip extends outside of those premium days only the premium days will receive premium pay.

<u>Questions? Reach out to the AFA Reserve Committee:</u>

https://edvafa.org/reserve/