

HOW TO: CALL ME FIRST

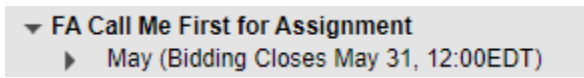
Submitting Requests For Call Me First

Spirit Airlines Association of Flight Attendants (AFA-CWA)

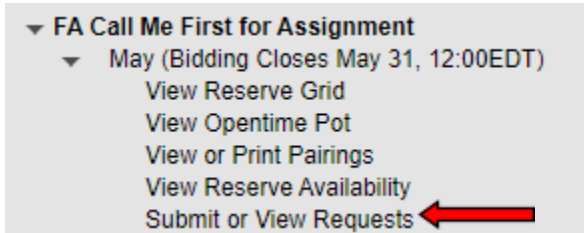


This document will provide the necessary steps to submit a call me first request in FLICA.

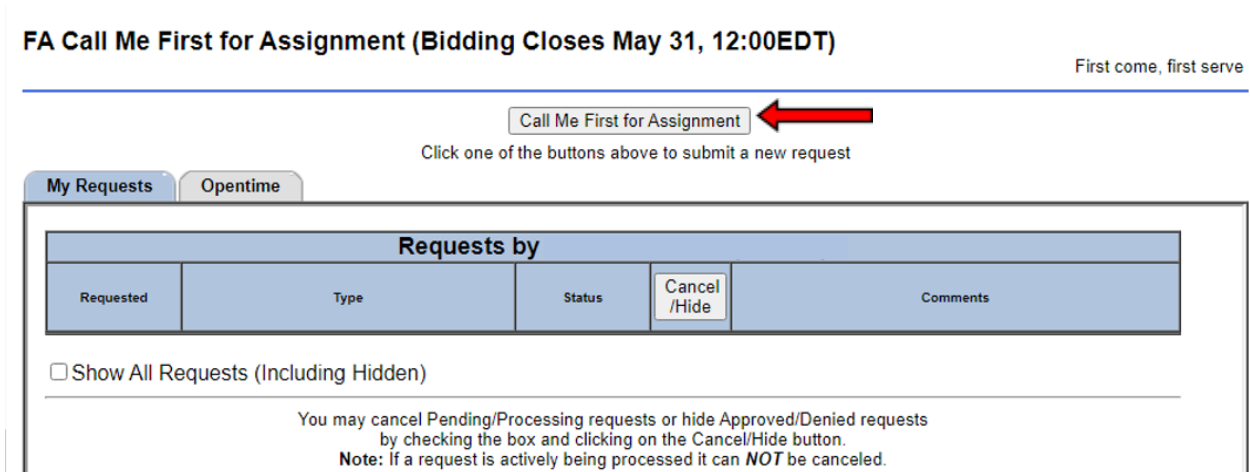
1. Login to FLICA and Locate “FA Call Me First for Assignment” folder.



2. Below desired bid period, select Submit or View Requests



3. On the Request screen. Click on the Call Me First for Assignment button.



4. Click the gray Call Me First for Assignment button next to the block of Reserve days you wish to change. (For example, we will use RVB on 17MAY-19MAY.)

Call Me First for Assignment Request(s):

Step 1: Click the gray **Call Me First for Assignment** button next to the block of Reserve days you wish to change.



Step 2: or

MAY Schedule								
	Date	Pairing	Days	Report	Depart	Arrive	Blk Hrs	Layover
	01MAY	RVB	1		11:01	21:00		
	02MAY	RVB	1		11:01	21:00		
	03MAY	RVB	1		11:01	21:00		
	04MAY	RVB	1		11:01	21:00		
	05MAY	RVB	1		11:01	21:00		
	06MAY	247	1		04:01	03:59		
	07MAY							
	08MAY							
	09MAY	RVB	1		11:01	21:00		
	10MAY	RVB	1		11:01	21:00		
	11MAY	RVB	1		11:01	21:00		
<input type="button" value="Call Me First for Assignment"/>	12MAY	RVB	1		11:01	21:00		
	13MAY	GDO	1		04:00	03:59		
	14MAY	GDO	1		04:00	03:59		
	15MAY	GDO	1		04:00	03:59		
	16MAY	GDO	1		04:00	03:59		
<input type="button" value="Call Me First for Assignment"/>	17MAY	RVB	1		11:01	21:00		
<input type="button" value="Call Me First for Assignment"/>	18MAY	RVB	1		11:01	21:00		
<input type="button" value="Call Me First for Assignment"/>	19MAY	RVB	1		11:01	21:00		
	20MAY	GDO	1		04:00	03:59		
	21MAY	GDO	1		04:00	03:59		
	22MAY	GDO	1		04:00	03:59		

5. As you select a reserve period the button will change to Undo, and the corresponding call me first periods (FRB for RVB) will now appear in the box under Step 1 as seen in the screenshot below.

<input type="button" value="Undo"/>		17MAY	RVB	1		11:01	21:00		
<input type="button" value="Undo"/>		18MAY	RVB	1		11:01	21:00		
<input type="button" value="Undo"/>		19MAY	RVB	1		11:01	21:00		

Call Me First for Assignment Request(s):

Step 1: Click the gray **Call Me First for Assignment** button next to the block of Reserve days you wish to change.

Call Me First for Assignment FRB:17MAY and FRB:18MAY and FRB:19MAY

6. Once you have verified that you have selected the correct reserve shifts that you would like to be called first, Click Submit Request.

Call Me First for Assignment Request(s):

Step 1: Click the gray **Call Me First for Assignment** button next to the block of Reserve days you wish to change



Call Me First for Assignment FRB:17MAY and FRB:18MAY and FRB:19MAY

Step 2: or

7. You will be redirected back to the Request screen from Step 3 where you will now see the status of your submitted request.

FA Call Me First for Assignment (Bidding Closes May 31, 12:00EDT)

First come, first serve

Click one of the buttons above to submit a new request

My Requests **Opentime**

Requests by				
Requested (EDT)	Type	Status	Cancel /Hide	Comments
12 MAY 12:47	Convert To RVB:17MAY and RVB:18MAY and RVB:19MAY FRB:17MAY and FRB:18MAY and FRB:19MAY	Processing	<input type="checkbox"/>	

Show All Requests (Including Hidden)

You may cancel Pending/Processing requests or hide Approved/Denied requests by checking the box and clicking on the Cancel/Hide button.
Note: If a request is actively being processed it can **NOT** be canceled.

My Requests **Opentime**

Requests by				
Requested (EDT)	Type	Status	Cancel /Hide	Comments
12 MAY 12:47	Convert To RVB:17MAY and RVB:18MAY and RVB:19MAY FRB:17MAY and FRB:18MAY and FRB:19MAY	Approved 12 MAY 12:47	<input type="checkbox"/>	

*Note: Follow the same order above to revert call me first assignments. *