

Flight Attendant Quick Start Card

YOUR quality of life is our ONLY business!

Overview

After Crew Companion has been installed, it will pull your DSPLOF to confirm you are a current UAL flight attendant before providing you full program access. This quick start card only scratches the surface of the program's capabilities. See the Help menu for more info on how to get the most improvement in your quality of life.

How to Update Your Calendar

- At any time you can update your calendar to display the latest information. To update your calendar:
1. Click the drop down arrow next to the **Refresh** button.
 2. Click **My Calendar Trip Details**.

You can also click **Calendar**, **Show My Calendar** or double-click the calendar to display your schedule in a separate window to allow you to export and print it.

How to Update the Open Trip List

- At any time you can update the list of Open Trips. To update the Open Trips list:
1. Click the drop down arrow next to the **Refresh** button.
 2. Click **Open Trips**.
 3. Select which dates on the calendar you wish to have refreshed
 4. Click the **Update** button.

Note: You can also customize Crew Companion so when you click the Refresh button it will update both your Calendar and three days of Open Trips. Click **Tools**, **Options**, **Refresh** and check the boxes under "**Refresh Button Default Actions**"

How to Get and Update Trip Details

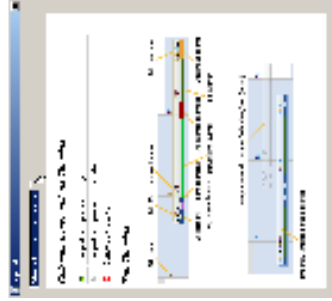
The fastest way to get Trip Details is to double click the trip either in the *Open Trips*, *My Trips*, or *Calendar Pane*. If the trip does not contain the latest information, click the **Update Now** button. You can then choose to **Print** or **Show Raw Data**.

Note: You can also modify your trips and trades display to reduce how often you need the full trip details by clicking **View/Customize Current List...** and then choosing which columns you wish to display/hide as well as the sort order.

Legend

The Legend contains information for a quick guide to the Trip Icons and Trip Timeline.

Click the **Legend** button, then click the drop down arrow to select the appropriate option to display either the *Trips and Trade Panel Icons* or *Trip Timeline*.



1-Click Preflight

The 1-Click Preflight is your one stop shop when preparing to fly. The 1-Click Preflight contains your calendar, flight segments, door codes, flight attendant brief, hotel and transportation information and can be printed or exported.

To pull a 1-Click Preflight, you can choose one of these options:

- Click the **Preflight** toolbar button.
- Click **Tools**, **1-Click Preflight**.

Note: To change the items that appear with a 1-Click Preflight, click **Tools**, **Options**, **1-Click Preflight** and check/uncheck the items that you want. You can also change the default print size for each item.

Create a Notification

You can choose to be notified when a new trip opens that meets your criteria. The Crew Companion server will notify you via your desired notification methods as soon as it learns of new open trips matching your criteria.

To create a notification:

1. Click the **New Notification** toolbar button or right clicking **Notifications** on the **Left Side Panel**.
2. Highlight the dates in the calendar displayed to select the date range.
3. Click the drop down arrow for "add more criteria".

Note: You can add as many criteria as you need.



4. Click **OK** when finished.

Matched trips regardless of whether they are open now or not will display with a purple icon. Click **Tools**, **Options**, **Notifications** to change your notification methods for your e-mail address and phone text messaging.

Help, Training and Support

This program is extremely powerful at improving your quality of life but requires a small investment of your time to truly get all the full range of capabilities. For more information and assistance, visit www.crewcompanion.com and click **Support**. From directly within Crew Companion, click the **Help** menu for access to the **Crew Companion Help File**, **Tutorials**, **Technical Support**, and more.