

Reserve Pilot Quick Start Card

YOUR quality of life is our ONLY business!

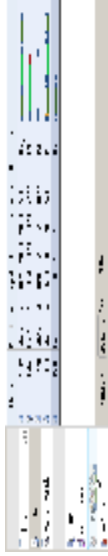
Overview

After Crew Companion has been installed and a Calrec pulled and a Calrec pulled, Crew Companion will recognize you are on reserve and make several minor changes to put it in 'Reserve Mode'. This includes changes to the menus, left side panel and toolbar buttons to allow you to easily create Aggressive Pickup (Direct Pickup) and "Smart Pickups" which are criteria-based pickup requests.

How to Create an Aggressive Pickup for an Open Trip

There are at least six ways to arm an Aggressive Pickup. Here are two easy ways to do it.

1. Click **Open Trips** on the *Left Side Panel*.
2. Drag-n-drop a desirable trip from the list of open trips in the top center pane to your calendar or to *My Pickup Requests* on the left side panel.



1. Click a trip in the list of open trips to 'shop' it in your calendar. Pay and legality information is indicated in the Calendar Summary and the trip is displayed as a visual timeline in the calendar.
2. Click the blue diamond on the first day of the trip to create the pickup request.



How to Create a "Smart Pickup" Criteria Based Trade Request

Again, there are several ways to create a Smart Pickup:

- Click the **New Smart Pickup** toolbar button.
- Right click on *My Pickup Requests* in the *Left Side Panel* and select "New Smart Pickup".



1. In the *New Smart Pickup List* dialog box, select as many criteria as you wish to define the type of trip.
2. Click **OK**.



If you want Crew Companion to search for and automatically trade into existing open trips, click **Yes** when prompted.

Manage and Modify Multiple Direct Pickup and Smart Pickup Requests

Each subsequent pickup request created will be added at the bottom of the 'My Pickup Requests' list. Right mouse click on a pickup request (or click the **Trade** menu) and select "Move up in list" or "Move down in list" to reorder the primary and backup pickup attempts.



If a Smart Pickup finds a trip matching its criteria, a pickup request is created just above the Smart Pickup. The Crew Companion server does the trip checking 24/7 for new open trips but the pickup must fire from YOUR machine so leave the program running or minimized to the system tray when a pickup request is present.

Request	Trips	Criteria	Created	Backup	Smart Pickup
Request 1	T. 10/20/10	10/20	10/20/10	Created	Smart Pickup
Request 2	T. 10/20/10	10/20	10/20/10	Created	Smart Pickup
Request 3	T. 10/20/10	10/20	10/20/10	Created	Smart Pickup
Request 4	T. 10/20/10	10/20	10/20/10	Created	Smart Pickup

Create a Notification Criteria Set

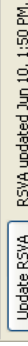
You can also choose to be notified when a new trip opens that meets your criteria by clicking the **Create Notification** toolbar button or right clicking **Notifications** on the *Left Side Panel*. The Crew Companion server will check 24/7 for new trips and notify you via your desired notification methods. Click **Tools, Options, Notifications** to change your notification methods.



How to Get Reserves Available

There are multiple ways to get the latest list of reserve pilots:

1. Click 'Reserve Available' in the *Left Side Panel*.
2. Click the **Update RSVA** button in the *Trips & Trades Display Pane*.



1. Click **View, Refresh Specific Items, Reserve Available**.

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, training classes** and more.