New procedure for using the downloaded Bid Package

Some browsers are not including the *.pdf extension with the bid package filename. If this is the case, the bid package will not be a selection on the <u>BA_PDF to Text</u> screen. Exit the <u>BA_PDF to Text</u> program and start Bid Assistant. Bid Assistant will correct the filename of the bid package. You will then need to close Bid Assistant and start the <u>BA_PDF to Text</u> program to convert the bid package if you wish to use the Alternate Method.

The internal conversion program supplied with the Bid Assistant program is used to convert the PDF bid package to a TXT file so the program can read the downloaded bid package. This internal conversion program has been causing errors during program operation. This mainly affects the Flight Attendant's large bid packages. Although the Pilot's smaller bid packages have been running correctly, they could also have this problem if their bid packages grow in size.

I am providing an "Alternate Method" for converting this bid package to a usable format. If errors display during or after the program converts the bid package or you notice rotations that did not display correctly using the "**Default Method**" *(which is what you have been using in the past)*, you will be able to start over and use the "Alternate Method" which should provide an error free formatting of the rotations in the bid package.

Both methods <u>do not</u> change the way you download the bid package to the program's download folder.
Download the bid package to the download folder then run the program as you normally would, using the "**Default Method**" and allow it to convert the bid package automatically.

If the program had trouble formatting any rotations in the bid package or you noticed that rotations did not display correctly using the Default Method, use the Alternate Method.
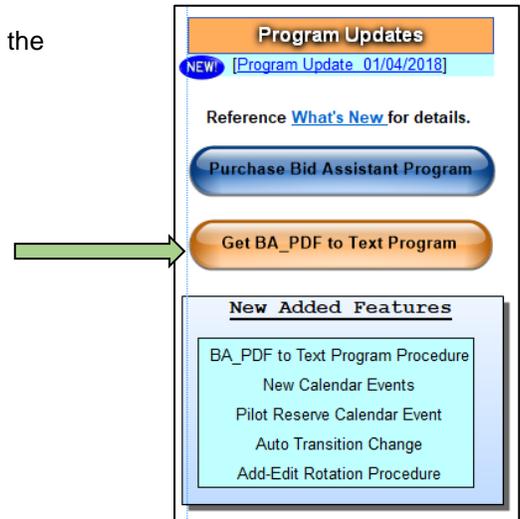
Alternate Method

- Exit the Bid Assistant program
- Download the bid package again to the program's download folder
- Using the instructions on the following pages, run the **BA_PDF to Text** program and manually convert the PDF bid package to a Text file.
- Close the BA_PDF to Text program and start the Bid Assistant program.
- Select the "**Alternate Method**".

The bid package that was found

The New selection screen will display if a bid package is found in the program's download folder.

Select the method for using the bid package

cvg_nov2017.pdf

The above bid package has been found on your computer. Select what to do with this bid package.

○ DEFAULT METHOD - Run program normally without external 'BA_PDF to Text' program.

○ ALTERNATE METHOD - The bid package has been manually converted using the external 'BA_PDF to Text' program.

○ I do not wish to use this bid package.
>> this will delete this bid package <<

○ Exit Selection Screen

[Submit]

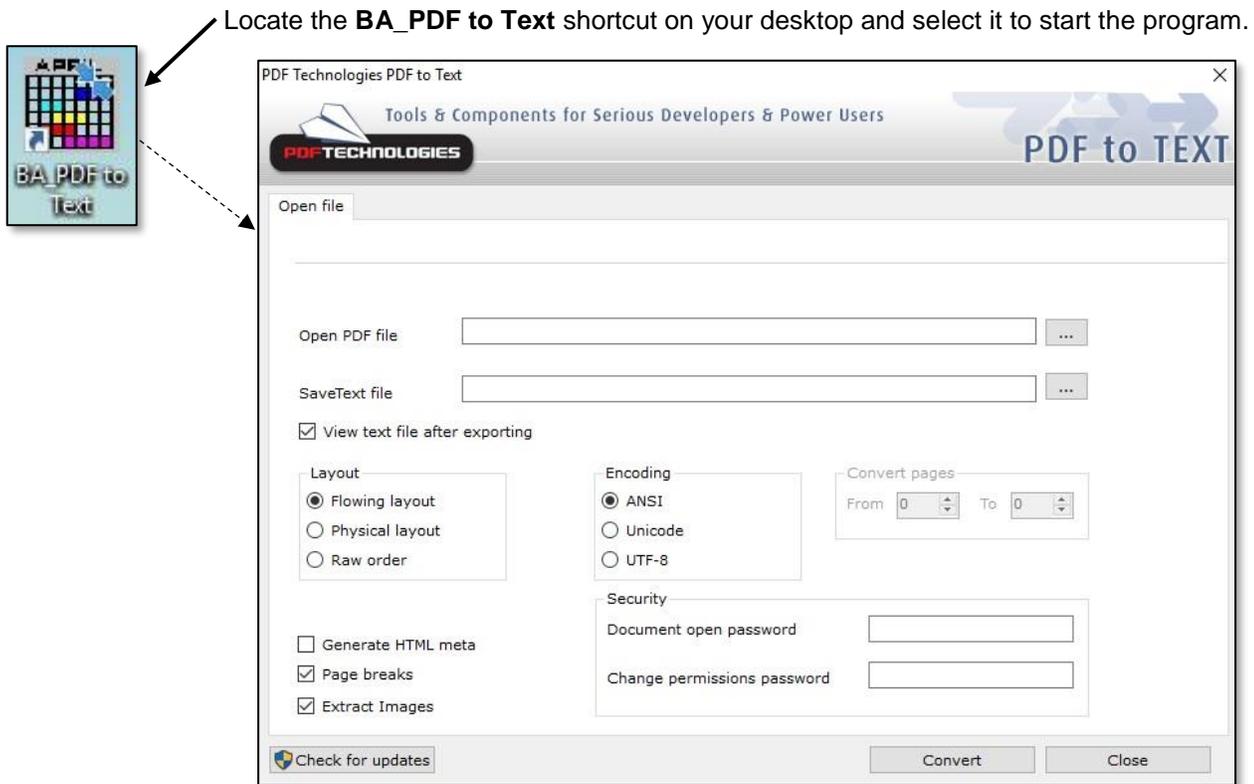Click [Submit] to continue with your selection

Although both methods are available, **it is recommended that you start using the Alternate Method**. The Alternate method has been through extensive testing of all the bid packages from Delta and is formatting the rotations correctly without error. It is up to the user's discretion on which method to use, but if errors are made in the formatting of the rotations using the Default Method, you will need to transfer* the bid package and use the Alternate Method for that bid package. *(* Reference last page of these instructions for transferring the bid package)*

Procedure for Manually converting the PDF bid package to a Text file

If you have not installed the **BA_PDF to Text** program on your computer, the installation is available on the Bid Assistant "Download" web page.
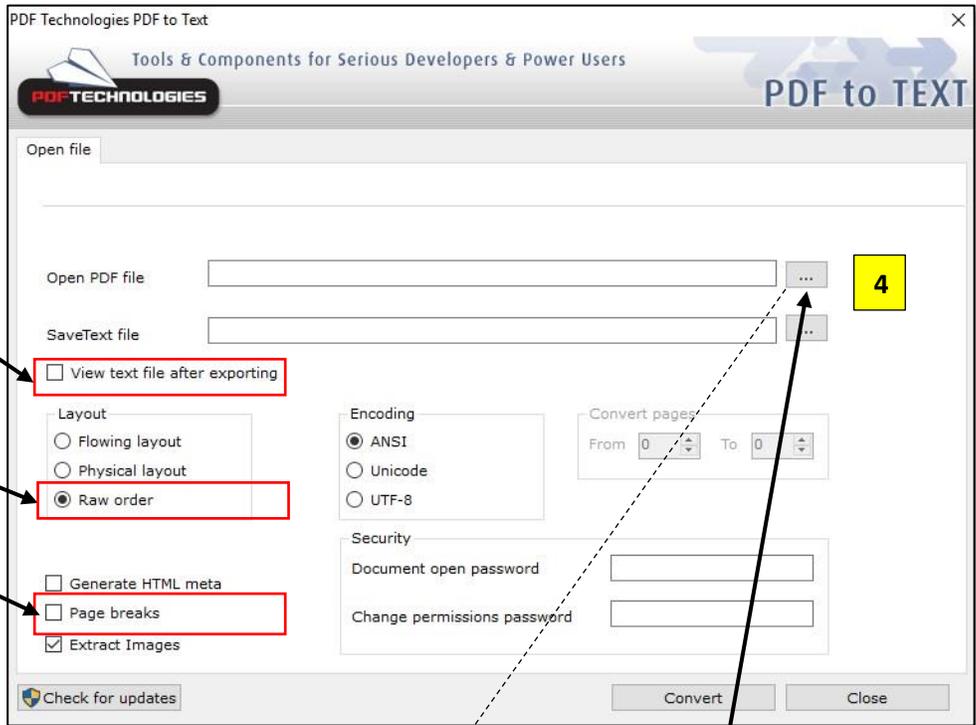This is a new program and not part of the Bid Assistant program.

If the Bid Assistant program is running, close the program before running the **BA_PDF to Text** program. This will allow the Bid Assistant program to find the converted bid package and its created *.txt file when you restart the program.

Locate the **BA_PDF to Text** shortcut on your desktop and select it to start the program.

The following instructions use the Flight Attendant bid package.
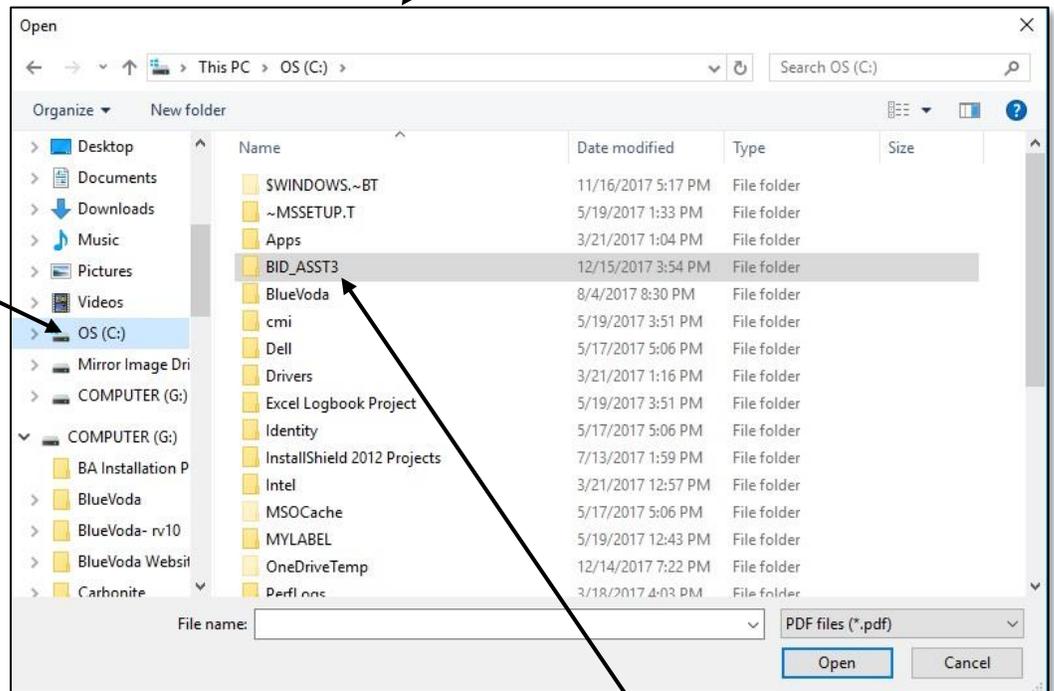
Setup the display and select the bid package to convert.

Important: The 4 steps below **are required** to have the **"BA_PDF to Text"** program generate a usable bid package.

1 ***Uncheck** View text file

2 *Select **Raw Order**

3 ***Uncheck** Page breaks

4

Click on this top button to show your computer's files and folders.

PDF Technologies PDF to Text

Tools & Components for Serious Developers & Power Users

PDFTECHNOLOGIES

PDF to TEXT

Open file

Open PDF file

SaveText file

☐ View text file after exporting

Layout
○ Flowing layout
○ Physical layout
◉ Raw order

Encoding
◉ ANSI
○ Unicode
○ UTF-8

Convert pages
From 0 To 0

☐ Generate HTML meta
☐ Page breaks
☑ Extract Images

Security
Document open password
Change permissions password

Check for updates   Convert   Close

Select the (C:) drive

Open

← → ↑ This PC > OS (C:) >   Search OS (C:)

Organize ▼   New folder

Name	Date modified	Type	Size
$WINDOWS.~BT	11/16/2017 5:17 PM	File folder	
~MSSETUP.T	5/19/2017 1:33 PM	File folder	
Apps	3/21/2017 1:04 PM	File folder	
BID_ASST3	12/15/2017 3:54 PM	File folder	
BlueVoda	8/4/2017 8:30 PM	File folder	
cmi	5/19/2017 3:51 PM	File folder	
Dell	5/17/2017 5:06 PM	File folder	
Drivers	3/21/2017 1:16 PM	File folder	
Excel Logbook Project	5/19/2017 3:51 PM	File folder	
Identity	5/17/2017 5:06 PM	File folder	
InstallShield 2012 Projects	7/13/2017 1:59 PM	File folder	
Intel	3/21/2017 12:57 PM	File folder	
MSOCache	5/17/2017 5:06 PM	File folder	
MYLABEL	5/19/2017 12:43 PM	File folder	
OneDriveTemp	12/14/2017 7:22 PM	File folder	
PerfLogs	3/18/2017 4:03 PM	File folder	

> Desktop
> Documents
> Downloads
> Music
> Pictures
> Videos
> OS (C:)
> Mirror Image Dri
> COMPUTER (G:)
∨ COMPUTER (G:)
  BA Installation P
> BlueVoda
> BlueVoda- rv10
> BlueVoda Websit
> Carbonite

File name: PDF files (*.pdf)

Open   Cancel
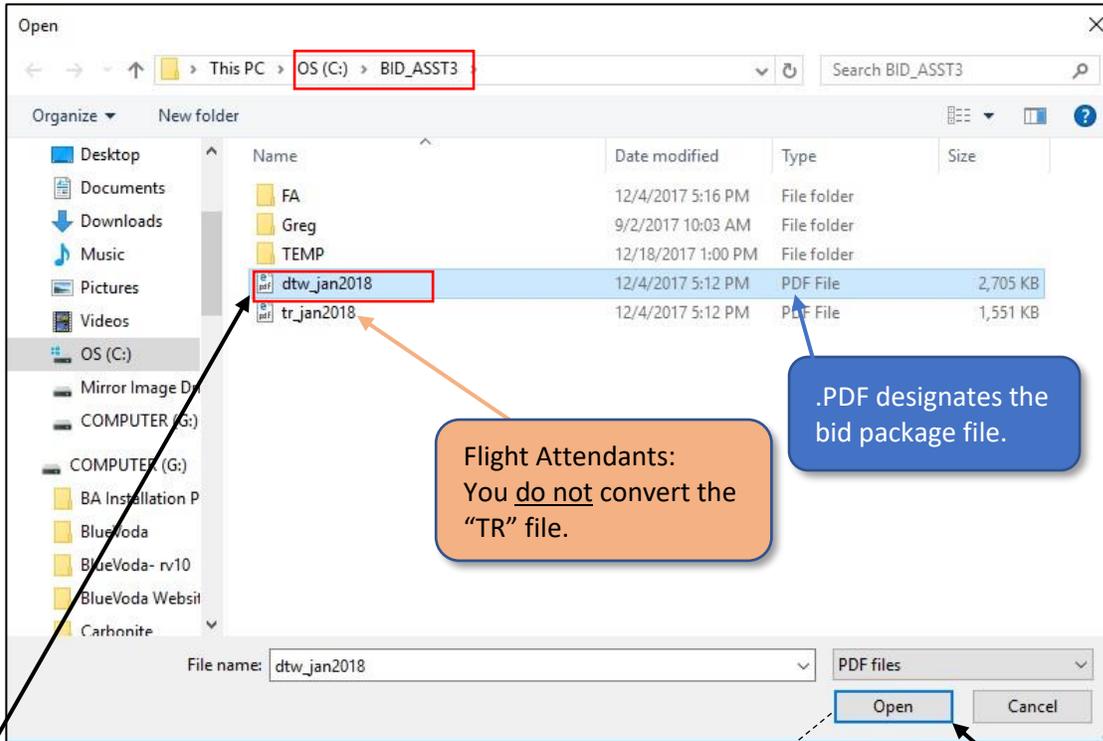
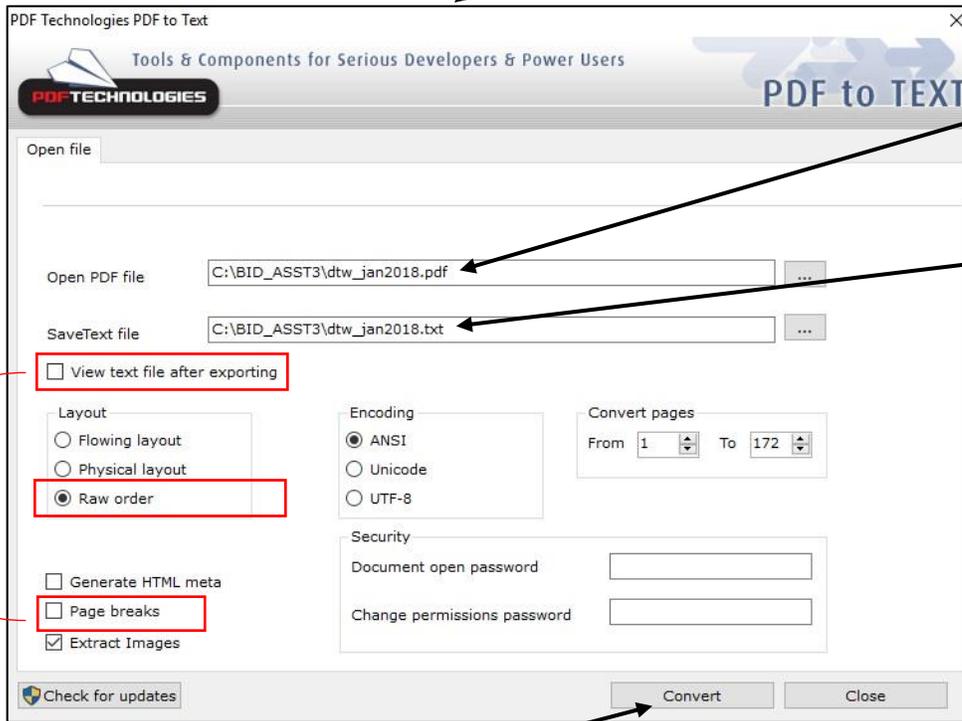Then select the Bid_Asst3 folder to see the bid package.

NOTE: The C:\Bid_Asst3 download folder is the suggested folder for downloading the bid package. If you use a different folder, locate and open that folder to view the bid package file.

3

The PDF bid package will show in the C:\Bid_asst3 folder.
(this example is using the dtw_jan2018 bid package)

Select the bid package you downloaded from Delta

.PDF designates the bid package file.

Flight Attendants:
You do not convert the "TR" file.

Selecting the [Open] button will place the bid package on the **BA_PDF to Text** screen
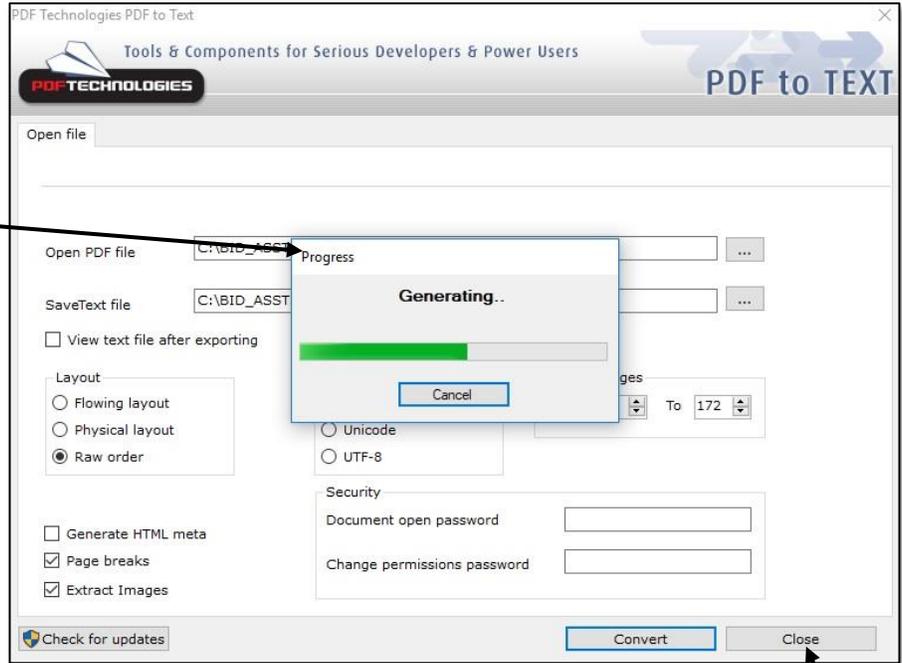

Verify the correct bid package was selected.

The "SaveText file" block will automatically show the correct location of the converted bid package.

Verify these selections have been set.

Click the [Convert] button to begin the conversion of the bid package.

Progress/Generating display disappears when conversion is complete.

If the converted Text file appears after the "Progress" display disappears, close the displayed Text file display.
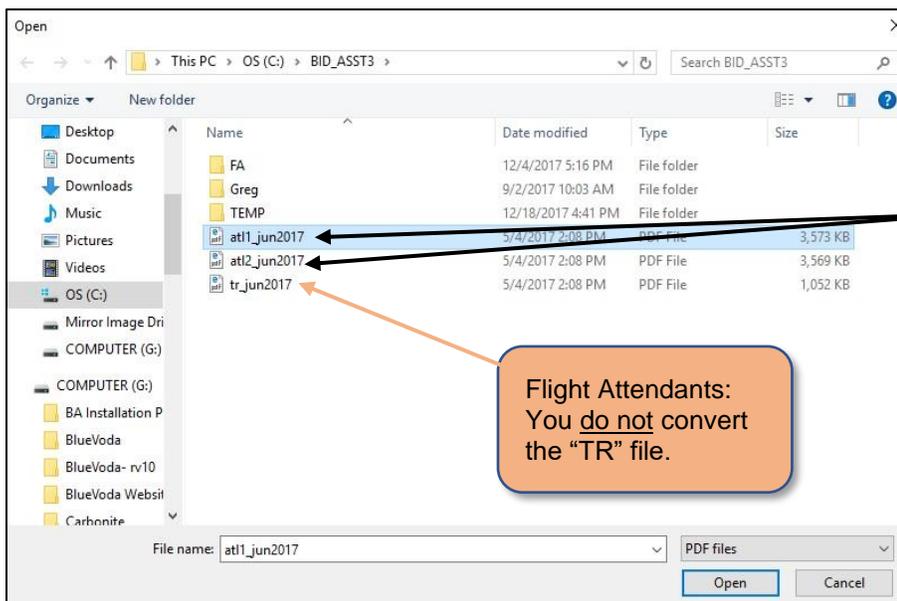
When the bid package conversion is complete, the "Progress/Generating" display will disappear from the screen.

You have now successfully converted the PDF bid package to a Text file. No further action is required.
Select [**Close**] to close the **BA_PDF to Text** window.

Start the Bid Assistant program and select the **Alternate Method** on the selection screen. The program will automatically find the converted bid package.

If your base has 2 bid packages available for the month, you must convert each bid package separately before using them in the Bid Assistant program.
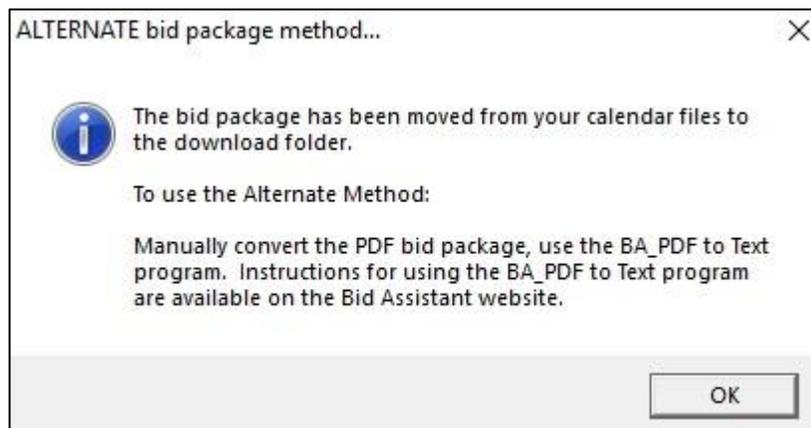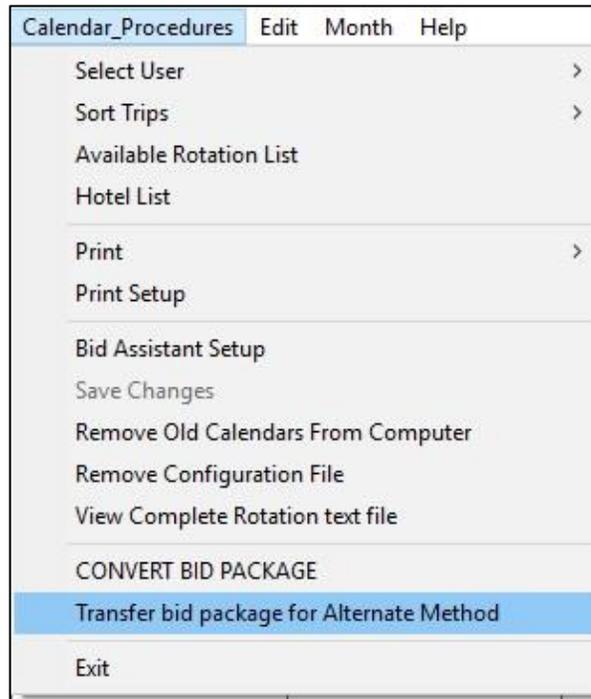

Both bid packages must be converted one at a time. Convert #1 allow it to convert *(generate)*, then select the #2 bid package and convert it.

Flight Attendants: You do not convert the "TR" file.

The conversion process for the ATL bid packages could take longer than normal because of the size of the bid package.

Transfer bid package for Alternate Method

If you use the Default method for the bid package and a list of rotations did not format correctly or rotations are not displaying correctly on the calendar, you were required to go back to Delta and download the bid package again so you could use the Alternated method. To eliminate having to go back to Delta, a new selection has been added to the Calendar_Procedures menu called **Transfer bid package for Alternate Method**.
This will place the PDF bid package you downloaded from Delta back into the program's download location.

After you have been advised that the transfer is complete, close the Bid Assistant program and use the **BA_PDF to Text** program to convert the bid package. Then start the Bid Assistant program again and select the Alternate Method.

Any formatting errors that occur using the Default Method can be corrected by Alternate Method