

PBS QUICK BIDDING TIPS

First things first...always remember – **LEFT TO RIGHT & TOP TO BOTTOM** – when inputting the criteria for your bid.

TO GET STARTED:

- Click the **Launch FA PBS** (second box on right hand side)
- Click Proceed
- If you get a security pop-up window, click OK
- Click **Bid Entry**

TO SET YOUR CRITERIA FOR YOUR BID:

- Click Bid Options tab located under Current Bid tab
- Click Category
- Click Set
- Click Bid Types
- Click either Blockholder or Reserve
- Click **Save Bid Row**

If you would like to add any other Bid Types (e.g. Line Credit Range, Monthly Maximum Buffer, No Weekly Limitations, etc.) repeat above steps starting with Category. After each choice, click **Save Bid Row**

INPUTTING YOUR BID

- Click either the Blockholder OR Reserve tab
- Click Category – choose Set, Award, or Avoid
- Click Bid Types – choose one of the Bid Types from the list (Remember to work left to right, top to bottom. If you see drop down menu click on the drop down arrow and see what options are offered to you.)
- Make sure to Weigh each request
- Click on **Save Bid Row** after each input before starting new bid row
- Once each bid row has been saved, start again by clicking on the Category drop down, to repeat the above steps to complete your bid entry.

BEFORE SUBMITTING YOUR BID:

- Click on **Trip Point Summary** button to ‘check your work.’ This allows you to check to see that the trips are listed in order of your preference from top to bottom.

TO ENTER YOUR BID:

- When all bid rows are completed you must submit (enter) your bid by clicking the **Submit** button at the top right hand corner.

TO VIEW AND/OR PRINT:

- Go to the ATLAS screen
- Click on **FA Audit Trail** on the left hand side under HOT LINKS
- Click on the top line that reads WEB Monthly Schedule Bid
- Click on the printer icon at the top of the page