AERO CREW DATA · BID SORTER

User Guide

How to set up your account, check what you could hold, and build your bid order.

Updated October 2026

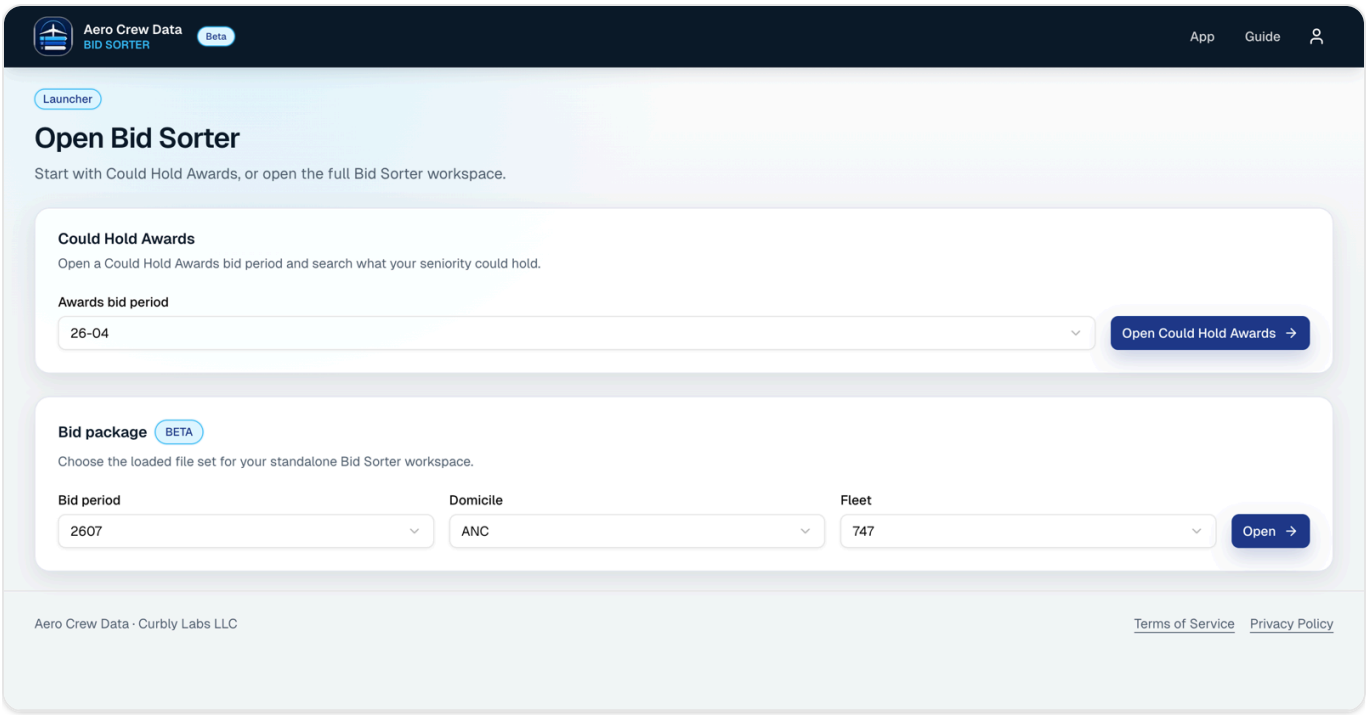
On this page

What the Bid Sorter does
Trial and subscription
Choose a schedule view
Bid Builder
Read a line
Troubleshooting
Create your account
Manage your account
Could Hold Awards
Sort your lines
Metric columns

What the Bid Sorter does

The Bid Sorter is a planning tool for UPS pilots. It has two main tools, both opened from **App** in the top menu:

- **Could Hold Awards** looks back at a finished bid and shows which lines your seniority could have held.
- **Bid Builder** lets you sort an upcoming bid package and arrange the lines into your own order.

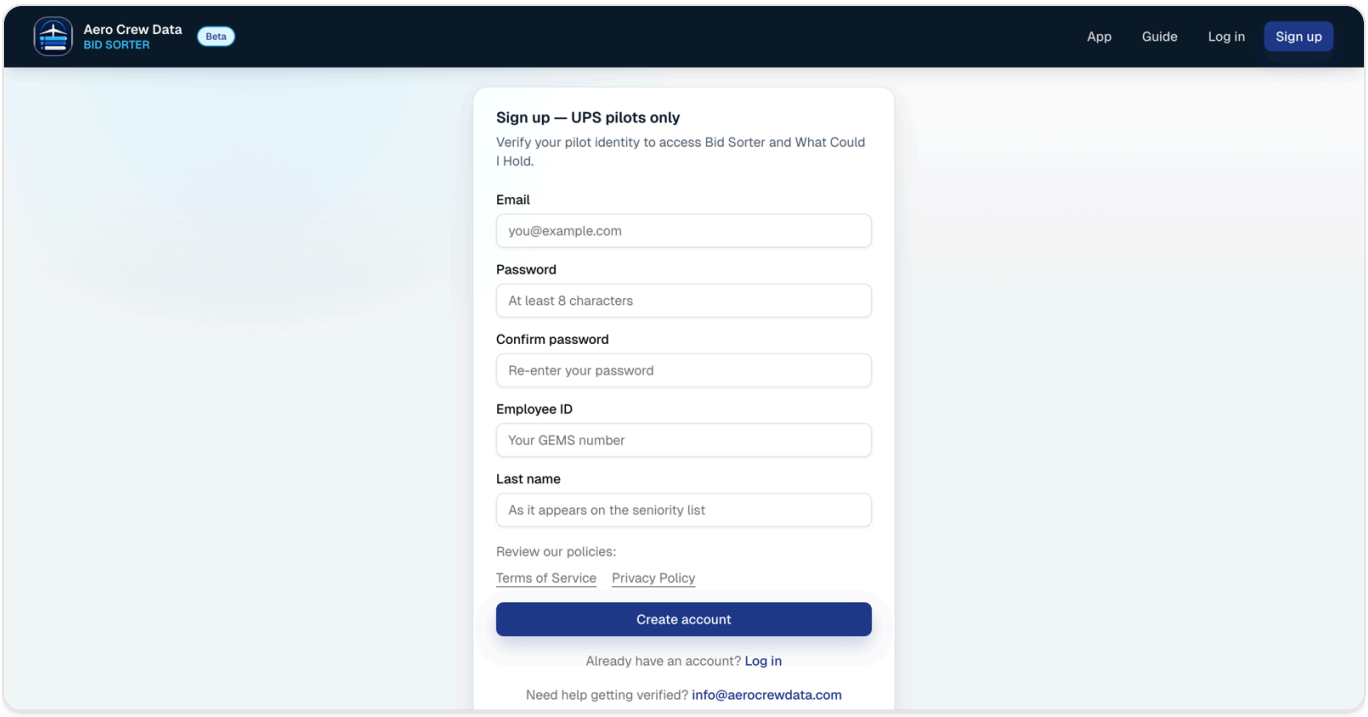


Selecting App opens this page, where you choose a tool and a bid period.

> The Bid Sorter does not submit your bid. Enter your final bid through the official company bidding system.

Create your account

Sign-up is for UPS pilots and is checked against the pilot seniority list.



The sign-up form.

1. Choose **Sign up** in the top menu.
2. Enter your **Email** and a **Password** of at least 8 characters, then confirm the password.
3. Enter your **Employee ID** (your GEMS number) and your **Last name** as it appears on the seniority list.
4. Accept the Terms and Privacy Policy if asked, then create the account. You land on your **Account** page.
5. Under **Pilot profile**, check that your **Seat** is correct. Choose **Captain** or **First Officer** if it needs changing.

Each employee ID can have one account. If your details are not accepted, see Troubleshooting.

Trial and subscription

The **Bid Sorter access** card on your **Account** page shows your access and billing status and the next important date.

- **Start 7-day trial** is offered once per account and needs a payment method. Unless you cancel, it becomes a $10 USD monthly subscription, tax included.

- **Subscribe for $10/month** is offered when a trial is no longer available.
- **Manage billing** opens the secure billing portal, where you can update your card or cancel. After cancelling, access continues to the end of the paid period.
- **Refresh billing status** rechecks your status if a payment does not show up right away. Use it before trying a second payment.

An account with an overdue payment loses access until billing is fixed.

Manage your account

To do this	Go here
Open your account	Select the user icon in the top menu, then **Account**.
Sign out	Select the user icon, then **Log out**.
Reset a forgotten password	There is no reset link yet. Email info@aerocrewdata.com.
Delete your account	On the **Account** page, use **Delete my account**. Enter your current password and type DELETE.

> Deleting your account cancels any subscription immediately. Refunds are not automatic.

What is saved

Where	What
Your account (any device)	Seat, your airport and nearby-airport choice, sort profiles, and the line buckets in each Bid Builder workspace.
This browser only	Visible columns, Calendar or Bid Packet view, and the Could Hold line order.
Not saved	Could Hold Awards filters and sort settings.

Choose a schedule view

Could Hold Awards and Bid Builder can each draw lines in two ways. This guide uses **Bid Packet** as the main view, because it lays out each line by pay period, much like the printed bid packet.

How to switch

1. Open Could Hold Awards or Bid Builder.
2. Near the top right of the page, find the **Calendar** and **Bid Packet** buttons.
3. Select the view you want. The highlighted button is the one in use.

Your choice applies to both tools and is remembered in this browser. A new browser or device starts on **Calendar**, so select **Bid Packet** once to switch it there too.

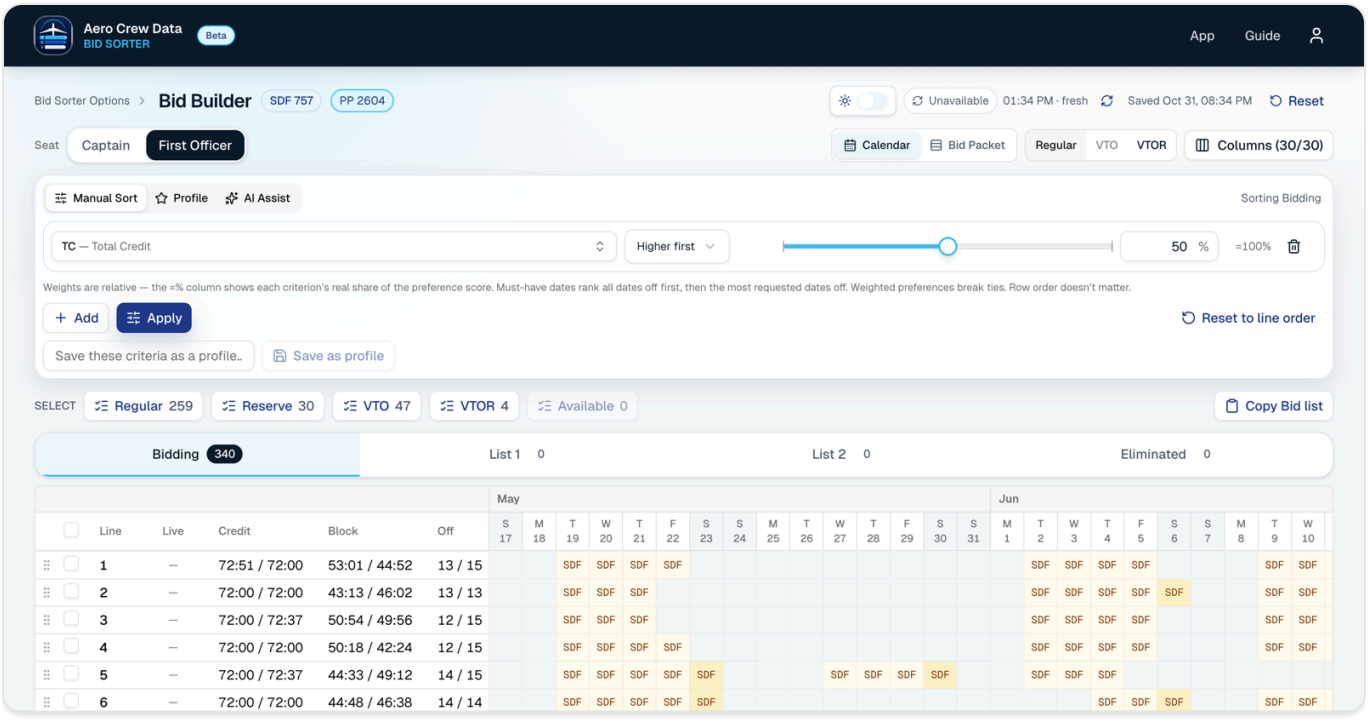
Which one to use

	Bid Packet	Calendar
Layout	A card for each line, with a 28-day row for PP1 and another for PP2.	One row per line, with all dates running side by side.
Line totals	At the top of each card: TC, TB, DD, DO, and the CA and FO counts.	In the Credit, Block, and Off columns, plus any metric columns.
Best for	Reading a line closely, one pay period at a time.	Scanning and comparing many lines on one screen.
Metric columns	Not available. The **Columns** button is hidden.	Available through **Columns**.
Sort by column header	Not available.	Available.

The sort panel, buckets, line selection, and pairing details work in both views, and switching views does not change your line order.



Bid Packet view: one card per line, with PP1 and PP2 rows.

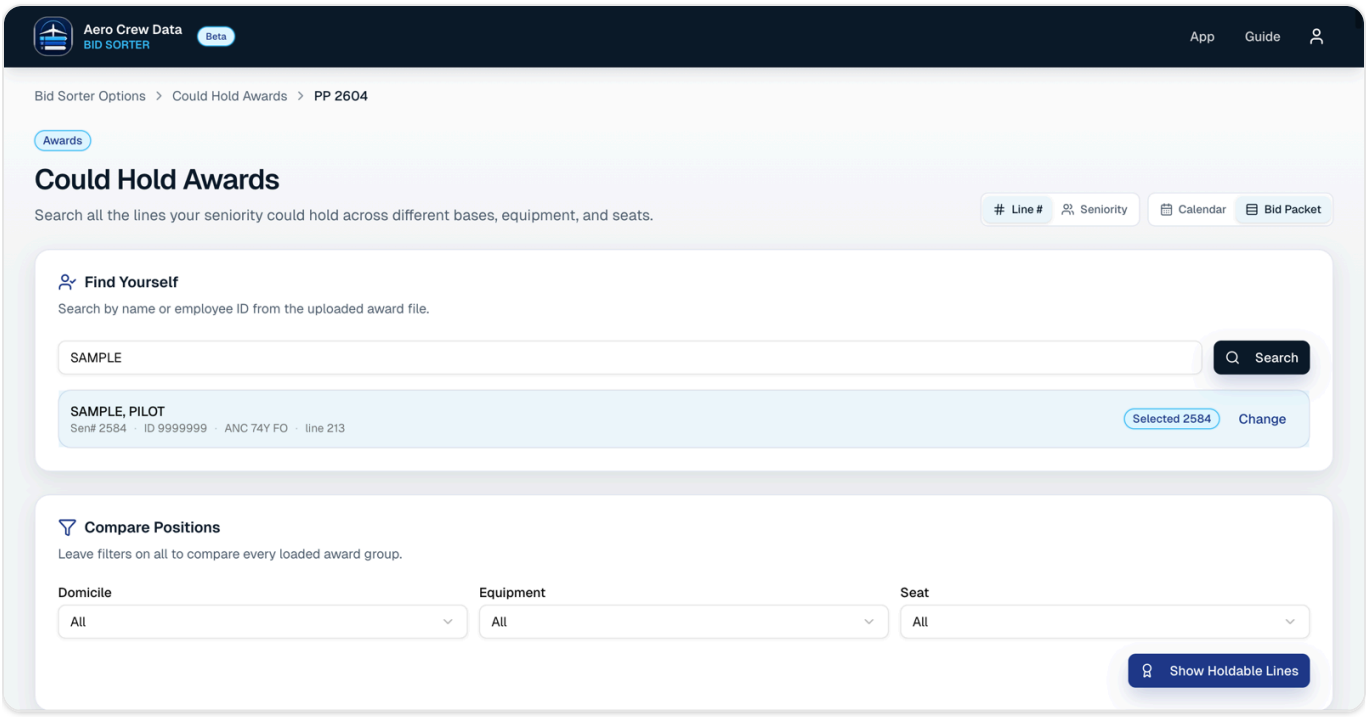


Calendar view: one row per line, with **Columns** at the top right. The status at the top reads **Unavailable** here only because this example was captured without a live snapshot.

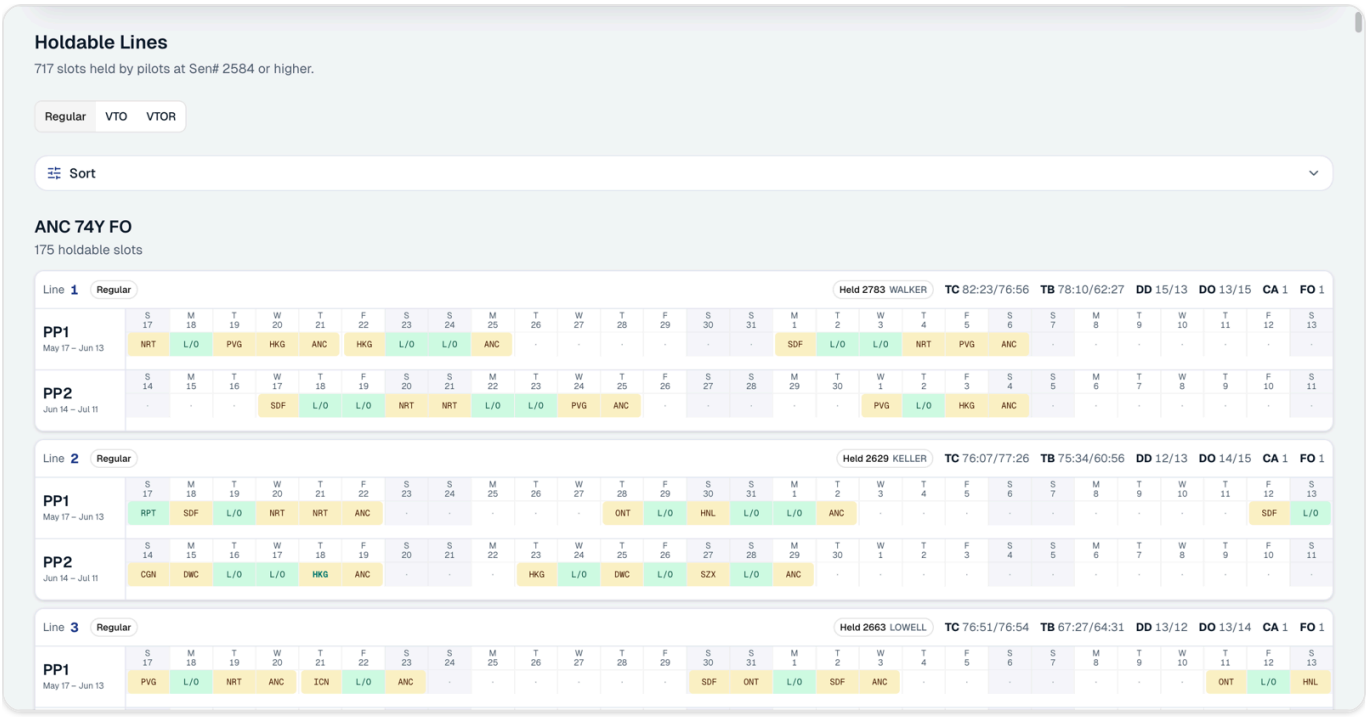
Could Hold Awards

Use this after a bid has been awarded to see what your seniority could have held, including at other domiciles and on other equipment.

1. Select **App**, choose the **Awards bid period**, and select **Open Could Hold Awards**.
2. Under **Find Yourself**, enter your name or employee ID, select **Search**, then choose **Select** next to your record. Use **Change** to pick again.
3. Under **Compare Positions**, narrow by **Domicile**, **Equipment**, and **Seat**, or leave them on **All**.
4. Select **Show Holdable Lines**. Results are grouped by domicile, equipment, and seat.



Find your record, set the filters, then show the lines. All names in this guide are made up.



Holdable lines for one position, in Bid Packet view.

A line counts as holdable when your seniority number is at or below the number of a pilot who held it. The **Held** label on each line shows the seniority number and name of the most junior holder.

Change what you see

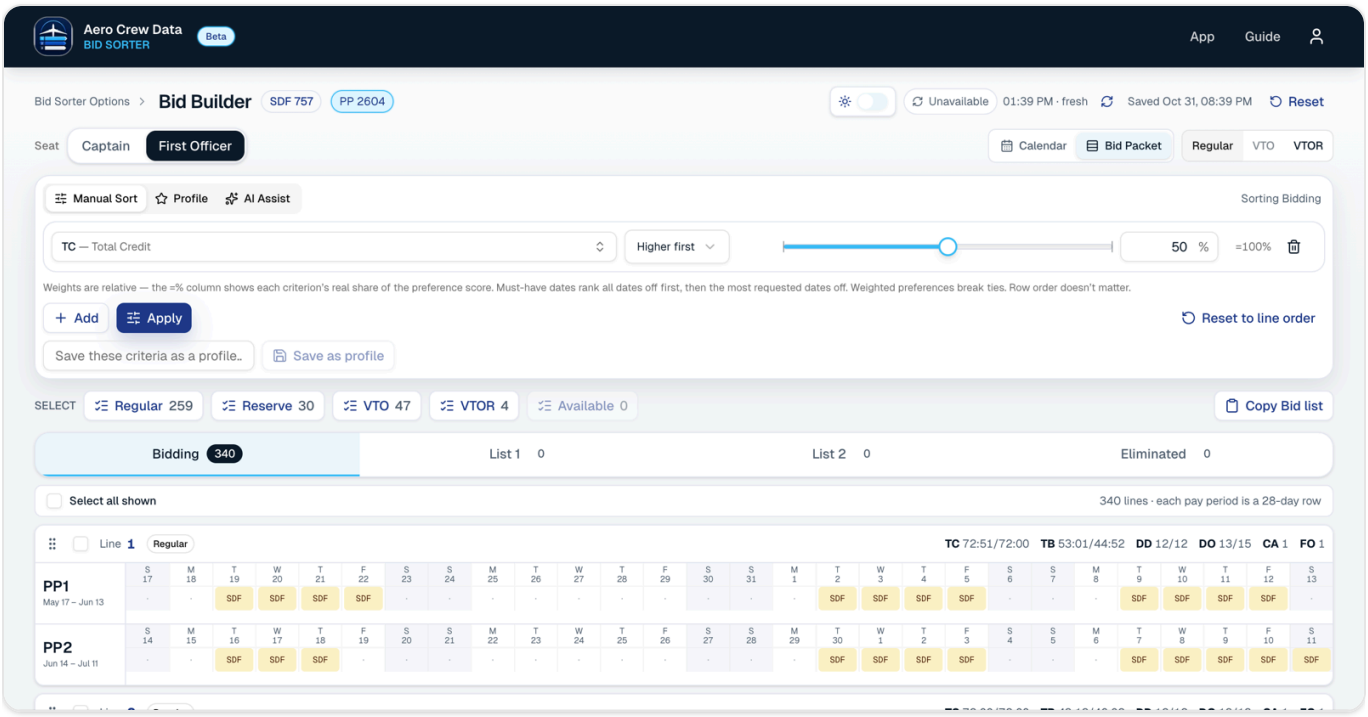
- **Regular / VTO / VTOR** switches the type of line.
- **Line # / Seniority / Sorted** changes the order. **Sorted** appears after you run a sort.
- **Calendar / Bid Packet** changes how each line is drawn. See Choose a schedule view.
- **Columns**, in Calendar view, chooses the metric columns. See Metric columns.
- The **Sort** panel ranks each group separately. Use **Add**, **Sort**, and **Clear**.

> This view is read-only and looks backward. It shows what a past award allowed, not what you will hold in a future bid. A **<75** badge or ***** repeats a flag carried in the award file.

Bid Builder

Use this to work through a bid package and build your preferred line order.

1. Select **App**. Under **Bid package**, choose the **Bid period**, **Domicile**, and **Fleet**, then select **Open**.
2. If asked, pick your seat. Lines do not appear until a seat is chosen.
3. Sort the lines, using the options in the next section.
4. Move lines between buckets until **Bidding** is in the order you want.
5. Use **Copy Bid list** to copy your order, then enter it in the official bidding system.



The Bid Builder in Bid Packet view. The status at the top reads **Unavailable** here only because this example was captured without a live snapshot.

Your work saves automatically. The header shows **Saving…** and then **Saved** with the time.

Buckets

Bucket	Use it for
Bidding	The lines you plan to bid, in order. Every line for your seat starts here.
List 1 and **List 2**	Your own working lists, for lines you want to set aside.
Eliminated	Lines you have ruled out.

Drag lines, or tick them and use the toolbar to send them to the **Top of** or **Bottom of** a bucket. The **Select** buttons pick all **Regular**, **Reserve**, **VTO**, **VTOR**, or **Available** lines at once. **Reset** returns every line for your seat to **Bidding**.

Live availability

For regular lines, the **Live** column uses the current bid snapshot. It refreshes every 5 minutes, or when you select the refresh icon.

Badge	Meaning
Holding	The line the snapshot currently shows you holding.
Open	Still available in the snapshot. **Open xN** means N are open.
Taken	Already taken in the snapshot.
Unknown	The snapshot cannot say.

> Snapshot results are an aid, not your final award.

Sort your lines

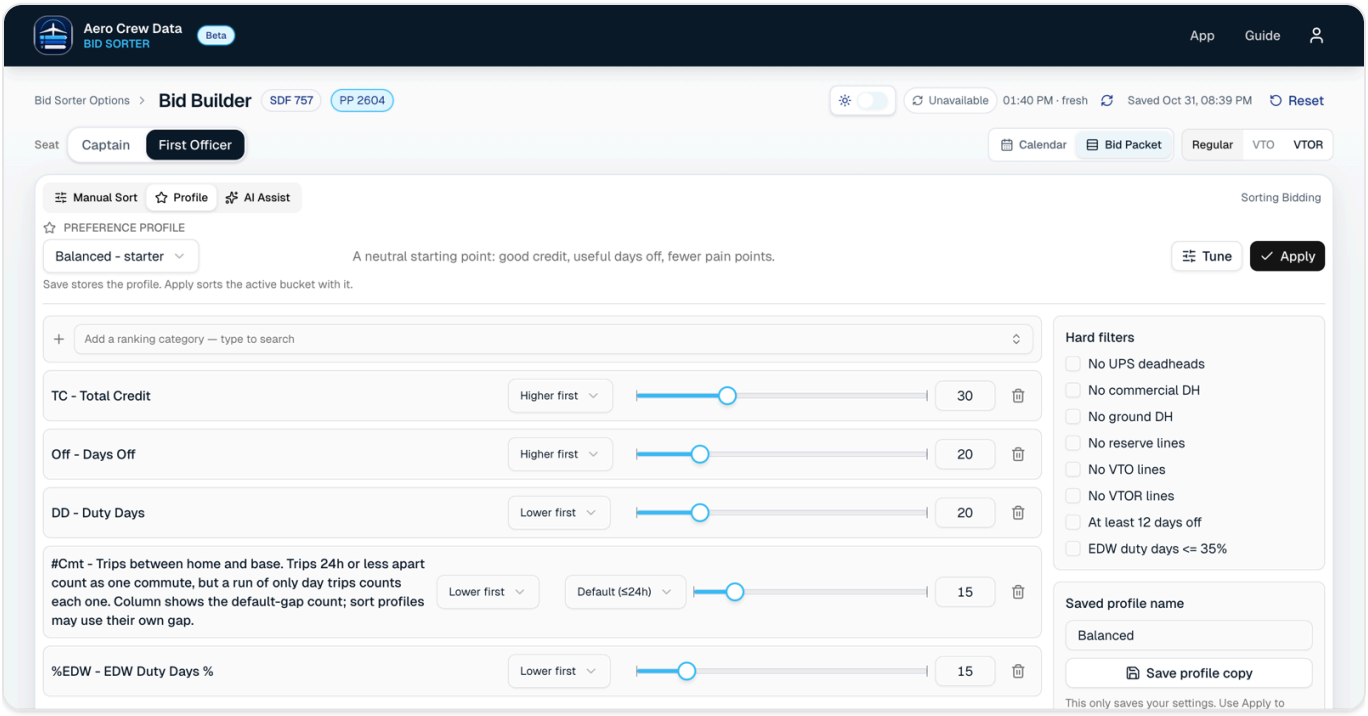
The sort panel has three tabs. After a sort you can use **Undo** from the message that appears.

Manual Sort

1. Select **Add** and choose what to sort by. You can use up to 20 rows.
2. Choose a direction, such as **Higher first** or **Lower first**.
3. Set a weight from 0 to 100. The **=%** figure shows that row's real share of the total.
4. Select **Apply**. Use **Save as profile** to keep the setup, or **Reset to line order** to start over.

Profile

Under **Preference profile**, start from a saved profile or a built-in one, then select **Apply**. Select **Tune** to adjust its rankings and weights, set hard filters, and save your own copy. Saving a profile does not reorder your bid by itself.



A built-in profile opened with **Tune**.

Built-in profile	Designed to
Balanced	Give a neutral start: good credit, useful days off, fewer pain points.
Commuter	Prefer fewer trips between home and base and avoid awkward positioning.
Weekends / QOL	Favor weekends off, fewer duty days, fewer EDW duties, and more days at home.
Max Credit	Push high-credit, efficient lines higher, even if they work harder.
Low Fatigue	Reduce duty intensity, EDW exposure, deadheads, and trip churn.

Hard filters can move lines that fail a rule into **Eliminated**: **No UPS deadheads**, **No commercial DH**, **No ground DH**, **No reserve lines**, **No VTO lines**, **No VTOR lines**, **At least 12 days off**, and **EDW duty days <= 35%**.

AI Assist

Describe what you want in plain words, such as “Prefer weekends off and fewer commutes”, then select **Apply**. Check the resulting order, and use **Undo** if it is not what you meant.

Column headers (Calendar view)

Selecting a column header only changes the view. To make that order your bid, select **Apply this order to my bid**. **Clear sort** removes the view sort.

Other sort options

- **Specific dates off**: **Prefer off** weighs the dates with your other choices. **Must have** ranks lines with those dates off first, and other preferences break ties.
- **Layover nights at…** and **Layover hours at…** favor or avoid a layover city.
- **Avoid UPS DH**, **Avoid CML DH**, and **Avoid DHG** cover UPS, commercial, and ground deadheads.
- **EDW duty days**, and the line types **Regular lines**, **Reserve lines**, **VTO lines**, and **VTOR lines**.
- **Asia trips** and **Europe trips**, for SDFZ only.

Read a line

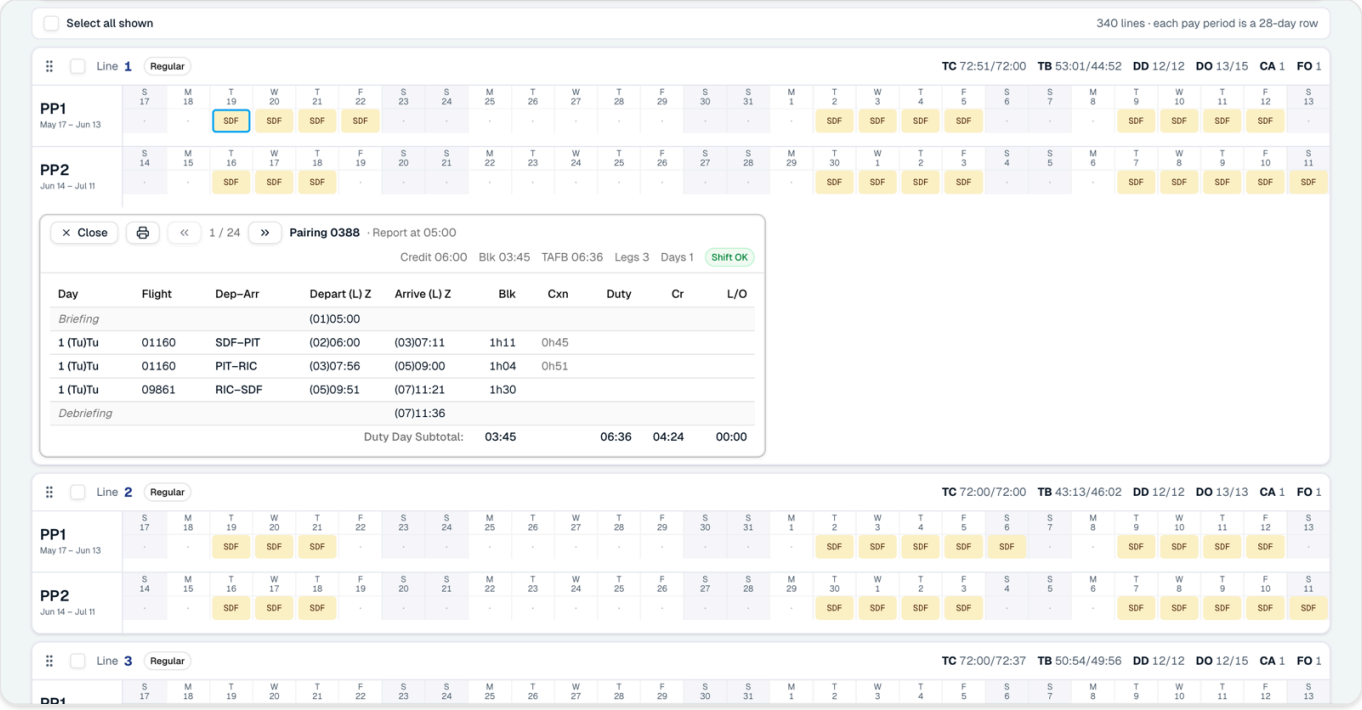
These colors mean the same thing in both views. In Bid Packet view, a dot marks a day with nothing scheduled.

Looks like	Meaning
Amber cell	Flying or a report.
Indigo cell	Reserve.
Green cell	Layover (L/O).
Fuchsia text	Commercial deadhead.
Teal text	Ground deadhead.

Looks like	Meaning
Rose text	UPS deadhead.
Sky tint	A date you asked to have off, and the line is free.
Red ring	A date you asked to have off, but the line works it.

Pairing details

Select a flying cell to open the pairing. It shows **Report at**, **Credit**, **Blk**, **TAFB**, **Legs**, and **Days**, with badges for **Flips**, **24h L/O**, and **Shift OK** or **Shift ✕** (CBA 13.A.1.h). Use the arrows to step through pairings. The print button opens your browser's print window, where you can also save a PDF.



An open pairing in Bid Packet view, with each leg listed under its line.

Metric columns

These columns appear in **Calendar** view. Use **Columns** to show or hide them. Bid Packet view shows only the line totals. “Sorts first” is the default direction when you add the metric to a sort, not a judgment about what is best for you. You can change it.

Column	Meaning	Sorts first
TC	Total Credit	Higher
TB	Total Block	Higher
DD	Duty Days	Lower
Off	Days Off	Higher
Trips	Trip count	Lower
TDT	Total Duty Time	Lower
TAFB	Total time away from base	Lower
Av DT	Average duty time per duty period	Lower
Av DP	Average duty periods per trip	Lower
NoL	Number of landings	Lower
Av L/DP	Average landings per duty period	Lower
CML→W	Commercial-to-work trips	Lower
CML→H	Commercial-to-home trips	Lower
DH⇄B	Deadhead out-and-back from base	Higher
B/P	Block-to-pay ratio	Higher
B/TAFB	Block-to-TAFB ratio	Higher
Dt/P	Duty-to-pay ratio	Lower
Dt/TAFB	Duty-to-TAFB ratio	Lower
Av LO	Average layover	Higher
Av Gnd	Average ground time	Lower
%Intl	Percent international duty periods	Lower

Column	Meaning	Sorts first
Flips	Report-time shifts of 8 hours or more between back-to-back duty periods	Lower
24h LO	Rests of 22 to 26 hours	Lower
%Sat / %Sun / %Wknd	Percent of Saturdays, Sundays, or weekends off	Higher
EDW	EDW trip count	Lower
%EDW	EDW duty days as a percent of duty days	Lower
CoC	Carry-out credit	Lower
#Cmt	Round trips between home and base	Lower
#Local	Trips that start or end at your airport	Higher

How the special counts work

- **Flips** count within a trip or across breaks under 48 hours. A sort can use a threshold from 1 to 12 hours.
- **24h LO** can use a tolerance from 0 to 6 hours in a sort.
- **#Cmt** groups trips separated by 24 hours or less into one block. A block with a multi-day trip counts as 1. A block of only day trips counts 1 for each trip. The gap can be set from 1 to 72 hours in a sort. The column is blank for lines with no trips, such as reserve.
- **#Local** (**Local airport** in sorts) gives 1 point when a trip's first flying leg leaves your airport and 1 when its last flying leg lands there. Deadheads are ignored. Set **Your airport** and **Include nearby airports** in the sort row.

Columns always show the default thresholds. Custom values only change the sort.

Troubleshooting

You see	What to do
We could not verify those pilot details	Check your Employee ID (GEMS number) and enter your last name exactly as on the seniority list. If it still fails, email support, as the list may not include you yet.
We could not create the account with those details	An account may already exist for that email or employee ID. Try logging in, or email support.
Too many attempts	Wait a few minutes and try again.
Incorrect email or password	Check for typing errors. To reset a forgotten password, email support.
Bid Sorter access required	Select **Manage account** to check your trial or subscription.
Verify your pilot identity before subscribing	On the **Account** page, enter your Employee ID and last name and select **Verify**.
Confirmation is taking longer than expected	Select **Refresh billing status**. If nothing changes, email support before paying again.
Pick your seat to see your lines	Choose Captain or First Officer.
No matching award rows found	Try another spelling or your employee ID. You can only be found if you appear in that period's award file.
No bid awards have been loaded for this bid period yet	Choose another period, or check back after awards are loaded.
No holdable lines found for this selection	Widen the filters, for example by setting them to **All**.
No matching regular .BP grid row	The award exists, but its line data has not been loaded. Please email support with the bid period and position. You cannot upload this file yourself.
VTO source unavailable	VTO data has not been loaded for this package.

You see	What to do
Enter your airport to use this option	Enter a 3-letter airport code in the sort row.
This is your base, so this option has no effect	Local airport only applies when your airport differs from your base.
The **Live** status shows **Unavailable** or **Error**	The snapshot could not be read. Select refresh or try again later. The rest of the tool keeps working.

Still stuck? Email info@aerocrewdata.com with the bid period, domicile, fleet, and what you saw.