# **American Airlines Flight Attendants**

# Instructions for uploading data:

### 1. Login



### 2. Select Departments



### 3. Select Flight Service



#### 4. Select Tools

Flight Service		
Bidding - PBS Crew Portal Crew Resources Engagement FA Reports FA Service Center Food & Beverage Image Policies & Procedures Purser Sabre - IE Only Sabre - WebSabre	<ul> <li>Velcome</li> <li>FSM: (f Phone:</li> <li>Seniorit</li> <li>Sick tirr</li> <li>Commition</li> <li>Commition</li> <li>Commution</li> <li>Commution</li> <li>Commution</li> <li>Commution</li> <li>Commution</li> <li>Commution</li> <li>Direct</li> </ul>	
Tools Training	FS News	

#### 5. Select FA Sequence History

Biddi

mage	Mobile
Policies & Procedures	Jetaway (via Jetnet)     mahilaCCI
Purser	mobileFOS
Sabre - IE Only	ONE Crew Notifications     Saving Jetnet to your Android device (VIDE)     Saving Jetnet to your iphone or iPad (VIDE)
Sabre - WebSabre	
Safety & Security	
Tools	Sabre
Fraining	Flight Attendant Payroll Guide     End State Terminology     FA Sequence History     HI Entry Guide     HIT Calendar     HI2 Calendar

- 6. Select previous years December and ALL of year desired.
- 7. Click on "Get Seq Data". Your data will then display below box.
- 8. Enter your email address and click on "Send Email"
- 9. Forward the email you receive to Prodiem@gmail.com

10. Login at pro-diem.com and submit new order and make payment. You do not need to re-upload file if you emailed it. Just make payment for data previously submitted.

Crew Portal	<ol> <li>Retrieve Sequence History by selecting the month(s) and year(s) desired</li> <li>Click the Get Seq Data button</li> </ol>	
Crew Resources		
Engagement	To email the the sequence data:	
FA Reports	1. Retrieve Sequence History by selecting the month(s) and year(s) desired	
FA Service Center	<ol> <li>Click the Get Seq Data button</li> <li>Once the Retrieve Sequence History is displayed on the screen, email the data by entering the desired email address</li> </ol>	
Food & Beverage	4. Click the Send Email button	
Image	Note: Sequence History data cannot be emailed without first retrieving the data	
Policies & Procedures		
Purser	Select all / Unselect all 2017	
Sabre - IE Only	- JAN - FEB - MAR - AFR - MAR - JUN - JUL - AG - SEF - OCT - NOV - DEG	
Sabre - WebSabre	Select all / Unselect all 2018	
Safety & Security	U JAN U FEB U MAR U APR U MAY U JUN U JUL U AUG U SEP U OCT U NOV ⊠ DEC	
Tools	Select all / Unselect all 2019	
Training	I JAN ™ FEB ™ MAR ™ APR ₩ MAY ₩ JUN ₩ JUL ₩ AUG ₩ SEP ₩ OCT ₩ NOV ₩ DEC	
	Select all / Unselect all 2020	
_	Get Seq Data Reset Email on file type your email here Send Email	