DAT Election Tool Functional Training Guide

Will replace the Interactive Voice Response (IVR) System utilized by IAMAW

Basic Functionality

Team members that have accrued vacation shall be considered eligible and will be permitted to select their vacation in a shop, station, or department in which they are employed in accordance with their Company Seniority.

- DAT Elections can be made from Oct 14th 11:59pm CT thru Nov 1st 11:59pm CT
- Team members can access the DAT UI election to manage their elections starting Oct 14th 11:59pm CT
- Team members can return and change their last saved election until Nov 1st 11:59pm CT
- Team members will be able to view info such as:
    - Team member details
        - AA ID
        - Location
        - Dept/Bid area
        - Badge number
    - Greeting details
        - First name
        - Accrued days/hours
    - Previous DAT election
        - NBR Days Selected
        - Days Available
        - Re-Elect DAT
- DAT Elections will be against the vacation accrued in current year for use in next year
- Team members can inquiry and do nothing, keeping their DAT election from the previous year
- Team members can reserve to take some days (5 days/40 hrs, 10 days/80 hrs or 15 days/120 hrs)
- Team members can reserve to take 0 days
- New hire employees working in probationary periods are not eligible to participate for DAT Election

"The Do Nothing Scenario"

How to keep previous years election

Do Nothing

A team member can login and choose to do nothing, keeping their previous DAT elections during the open election window.

Inquire and Do Nothing

1. Login
   - Enter and access the DAT Election URL
   - Enter AA ID
   - Enter password
2. Default election
   - IAM team members will automatically be defaulted to their last years previous DAT election
   - TWU team members will automatically be defaulted to 0 DAT days for the 2020 election period only.
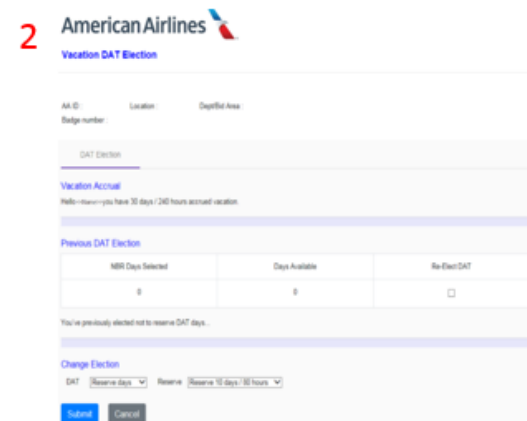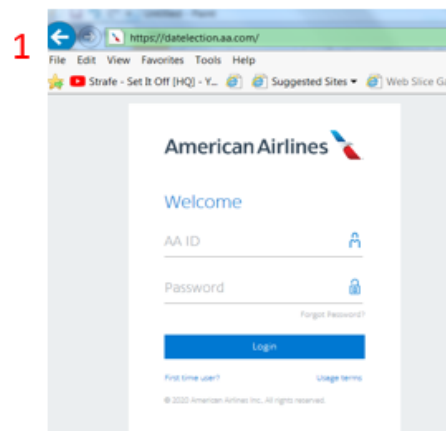3. View
   - Team members can access and view the current DAT election details
     - i. Employee details, current vacation accrual and previous DAT election
4. Retain previous DAT election
   - **Do not** uncheck the box for 'Re-Elect DAT'
5. Save and/or Exit
   - Team members can either:
     - i. Click on the 'Logout' button (Previous DAT will continue to be saved, automatically)
     - ii. Or, close the browser (Previous DAT will continue to be saved, automatically)
     - iii. Or, click on the 'Submit' button
       1. A confirmation message will be displayed, showing the previous DAT election
       2. If 'Correct' is selected, the system will save the election, provide confirmation details and update the greeting message.
          - Return to home page
            - a. Click the 'Home' button
            - b. Greeting message will be updated to show the previous DAT election that has been saved
       3. If 'In Correct' is selected, the system will not save the election and return to the home page

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5 i. **Logout**

5 ii.

5 iii. **Submit** **Cancel**

5. iii.1 **You elected 0 days / 0 hours for DAT.**

Correct **Incorrect** **Home**

Vacation Accrual

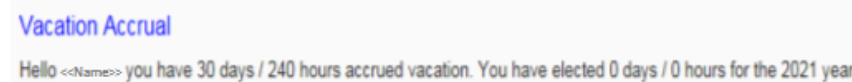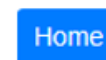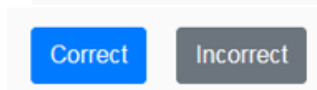Hello <<Name>> you have 30 days / 240 hours accrued vacation. You have elected 0 days / 0 hours for the 2021 year.

How to reserve some
DAT days as your election

Reserve some days

A team member can login and choose to elect some days in intervals of A. 5 days/40 hrs., B. 10 days/80 hrs. or C. 15 days/120 hrs. based on what they have accrued this year for use next year.

Reserve some days
1. Change default DAT election
   - Uncheck the Re-Elect DAT checkbox, in order to enable the "Change Election" section
2. Change Election
   - Once the change election section is enabled, by default 'Reserve days' will automatically be selected under the DAT section
   - The team member can click on the reserve section and select to reserve from their available DAT days
     a. Reserve 5 days / 40 hours
     b. Reserve 10 days / 80 hours
     c. Reserve 15 days / 120 hours
3. Save
   - Team members will need to select the 'Submit' button after selecting their DAT days
     i. A confirmation message will be displayed, showing the changed DAT election
     ii. If 'Correct' is selected, the system will save the election and provide confirmation details
        - Return to home page
          a. Click the 'Home' button
          b. Greeting message will be updated to show the changed DAT election
     i. If 'In Correct' is selected, the system will not save the election and return to the home page
4. Exit
   - Click on the 'Logout' button
   - Or, close the browser

1

Previous DAT Election

NBR Days Selected	Days Available	Re-Elect DAT
0	0	☐

2 Change Election

DAT [Reserve days ▾] Reserve

Reserve 5 days / 40 hours
Reserve 10 days / 80 hours
Reserve 15 days / 120 hours

3 [Submit] [Cancel]

You elected 15 days / 120 hours for DAT.

[Correct] [Incorrect]

[Home]

Vacation Accrual

Hello <<Name>> you have 30 days / 240 hours accrued vacation. You have elected 15 days / 120 hours for the 2021 year.

4 i. Logout

4 ii.

American Airlines DAT Election Tool

American Airlines

How to change previous
election to zero (0) DAT

Reserve 0 days

A team member can login and choose to reserve no days, during the open election window.

   Reserve no days
1. Change default DAT election
   - Uncheck the Re-Elect DAT checkbox, in order to enable the "Change Election" section
2. Change Election
   - Once the change election section is enabled, change the default selection from 'Reserve days' to 'Reserve 0 days' under the DAT section
3. Save
   - Team members will need to select the 'Submit' button after selecting their DAT days
     i. A confirmation message will be displayed, showing the changed DAT election
     ii. If 'Correct' is selected, the system will save the election and provide confirmation details
        - Return to home page
           a. Click the 'Home' button
           b. Greeting message will be updated to show the changed DAT election
     i. If 'In Correct' is selected, the system will not save the election and return to the home page
4. Exit
   - Click on the 'Logout' button
   - Or, close the browser

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Previous DAT Election

NBR Days Selected	Days Available	Re-Elect DAT
10	0	☐

2

Change Election

               Reserve days
DAT   Reserve 0 days

3

Submit   Cancel

You've elected not to reserve any DAT days.
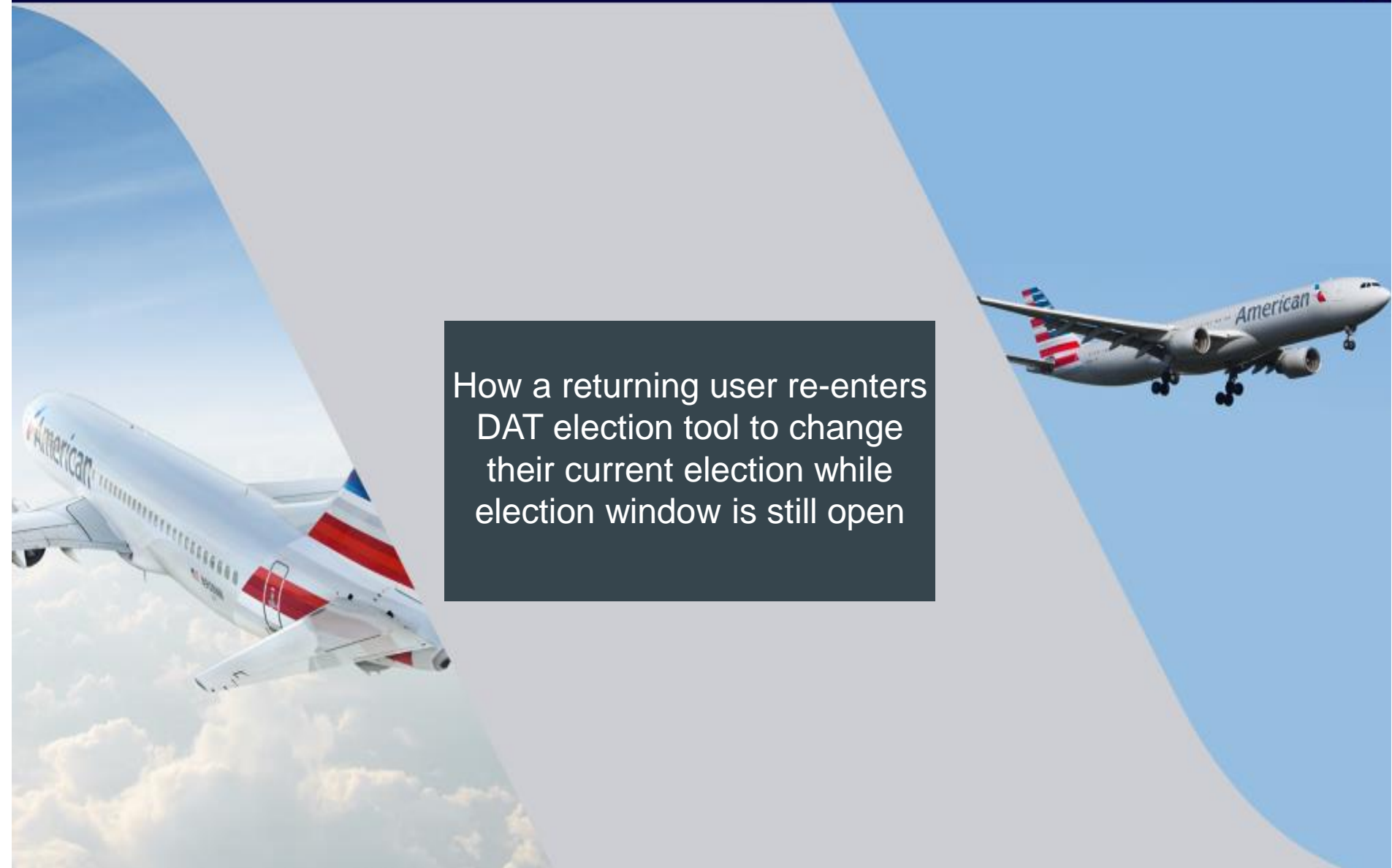
Correct   Incorrect

Home

Vacation Accrual

Hello Douglas you have 30 days / 240 hours accrued vacation. You have elected 0 days / 0 hours for the 2021 year.

4 i.   Logout

4 ii.

American Airlines DAT Election Tool

American Airlines

How a returning user re-enters DAT election tool to change their current election while election window is still open

Returning user

A team member can return and login to view and manage the elections at any time, during the open election window.

Returning user
1. Login
   - Enter and access the DAT Election URL
   - Enter AA ID
   - Enter password
2. View DAT details
   - View last save DAT election, if changes were made
     i. View updated greeting message
   - View previous DAT election, if no changes were made
     i. View initial greeting message

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Steps 3-5 continued on next slide

3

American Airlines

Vacation DAT Election

AA ID : 5⬚⬚⬚⬚   Location : DWH   Dept/Bid Area : 491
Badge number :

DAT Election

Vacation Accrual

Hello Douglas you have 30 days / 240 hours accrued vacation. You have elected 0 days / 0 hours for the 2021 year.

Previous DAT Election

NBR Days Selected	Days Available	Re-Elect DAT
0	0	☐

You've previously elected not to reserve DAT days...

Change Election

DAT [Reserve days ▼] Reserve [Reserve 5 days / 40 hours]
                                     Reserve 10 days / 80 hours
                                     Reserve 15 days / 120 hours

[Submit] [Cancel]

3. Change election as needed
   - Keep previous DAT
       i. Check the checkbox for 'Re-Elect DAT'
   - Change election
       i. Uncheck the checkbox for 'Re-Elect DAT'
       ii. Select to reserve some days
       iii. Select to reserve no days
4. Save changes
   - Submit
   - View election confirmation
       i. Correct and continue
       ii. Incorrect and go back
   - View confirmation details message
   - Select 'Home'
       i. Return to the home page
       ii. View updated greeting message
5. Exit
   - Click on the 'Logout' button
   - Or, close the browser

4

American Airlines

Vacation DAT Election

AA ID : 9⬚   Location : DWH   Dept/Bid Area : 491
Badge number : 02⬚

DAT Election

You elected 5 days / 40 hours for DAT.

[Correct] [Incorrect]

American Airlines

Vacation DAT Election   Logout

AA ID ⬚⬚⬚⬚⬚⬚   Location : DWH   Dept/Bid Area : 491
Badge number : ⬚⬚⬚⬚

                                                             Home

DAT Election

Election recorded. Please record this confirmation number for your records. Confirmation # is 21 20007.

Vacation Accrual

Hello Douglas you have 30 days / 240 hours accrued vacation. You have elected 5 days / 40 hours for the 2021 year.

Possible Error Messages

Employee is not eligible to elect DAT

American Airlines DAT Election Tool

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DAT Election ×

American Airlines

Vacation DAT Election   Logout

AA ID : S   Location : LAX   Dept/Bid Area : 422
Badge number : 2

DAT Election

An employee will receive this message when they are not eligible to participate in DAT election at this time. Reasons could include the employee is on a long term leave, retired, or inactive.

Hello EVEADAM , YOU ARE NOT VALID FOR DAT. If you believe the vacation information is incorrect, you may contact Maintenance Administration at Tech.Ops.Maintenance.Administration@aa.com

Employee has not accrued enough time to elect DAT

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DAT Election

American Airlines

Vacation DAT Election

Logout

AA ID : !   Location : LAX   Dept/Bid Area : 425
Badge number :

DAT Election

An employee will receive this message when they are not eligible to participate in DAT election due to not enough vacation time accrued to meet the minimum selection of a block week.

Hello Jason you have 4 days accrued vacation which is less than the 5 days required to be eligible. If you believe the vacation information is incorrect, you may contact Maintenance Administration at Tech.Ops.Maintenance.Administration@aa.com

DAT election window is not open

An employee will receive this message when the DAT election window has not opened. The election window will open on Oct 15, 2020 and will close on Nov 1, 2020 @ Midnight. An employee may enter the DAT tool and change elections as many times as they wish during the open time frame.