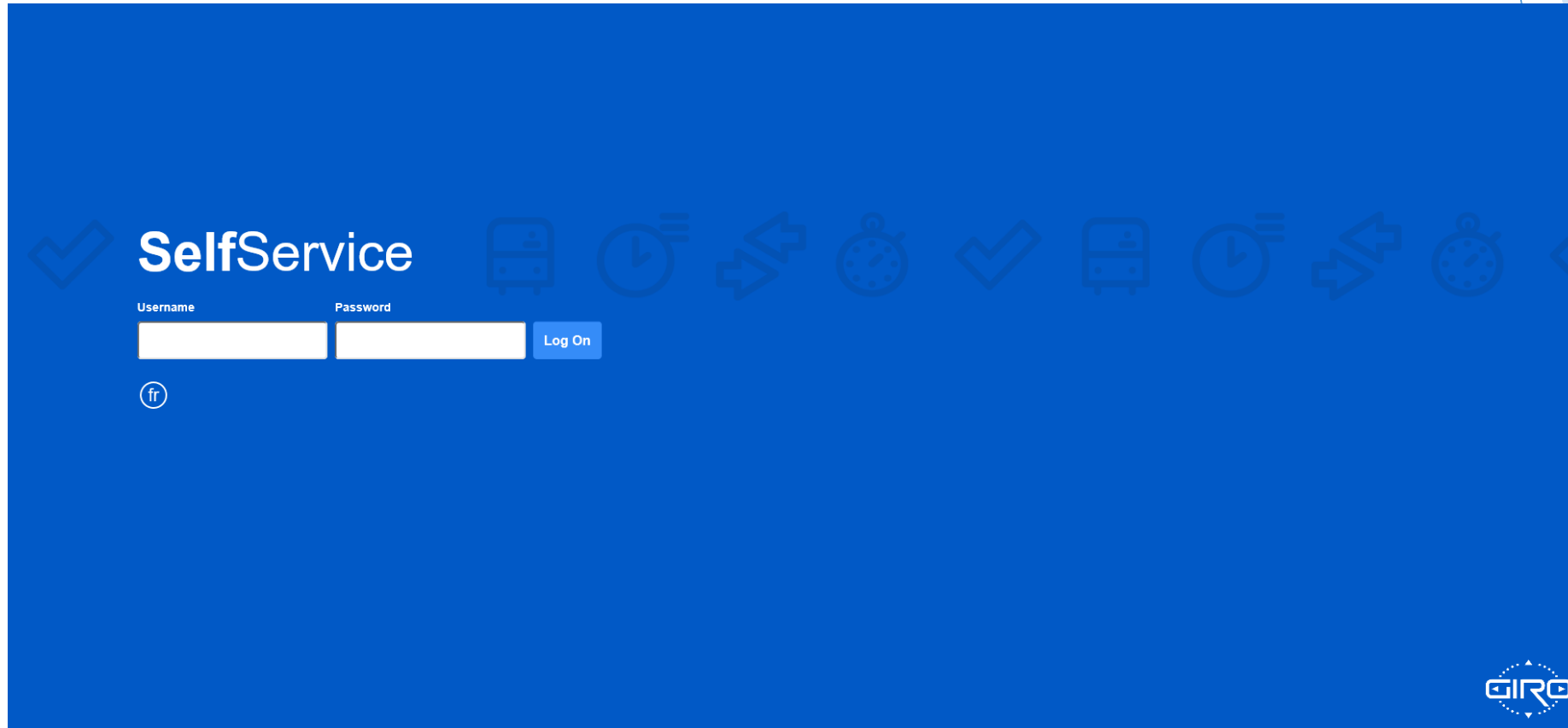


# Bus Operator Work Bid Website Tutorial

Hastus Bid Web

# Website address

► <https://bid.ridetransit.org>



The screenshot shows a login interface for 'SelfService'. The background is a solid blue color. At the top left, there is a large white checkmark icon followed by the text 'SelfService' in white. Below this, there are two white input fields labeled 'Username' and 'Password'. To the right of the 'Password' field is a blue button with the text 'Log On' in white. Below the 'Username' field is a small white circle containing the letters 'fr'. In the bottom right corner, there is a white logo that looks like a stylized 'G' or 'O' with a small square inside. The background also features a series of faint, repeating icons: a train, a clock, a checkmark, and a train, arranged in a horizontal line.

# User Name and Password

## ▶ User Name

- ▶ Operators user names are their four digit employee IDs with a capital 'B' in front.

### ▶ Example;

- ▶ B0126
- ▶ B0481
- ▶ B6742
- ▶ B7455
- ▶ B8456

## ▶ Password

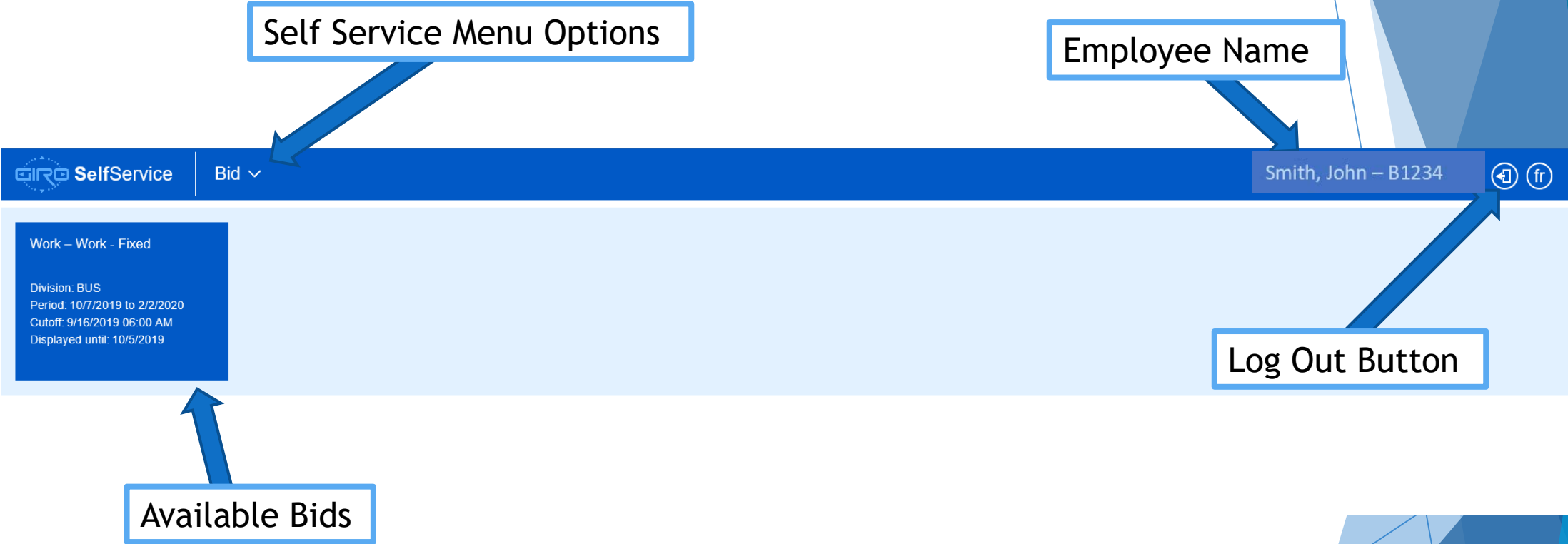
- ▶ Your password is a combination of your personal information

- ▶ First two letters of your last name, first letter capitalized
- ▶ 10 digit phone number

### ▶ Example;

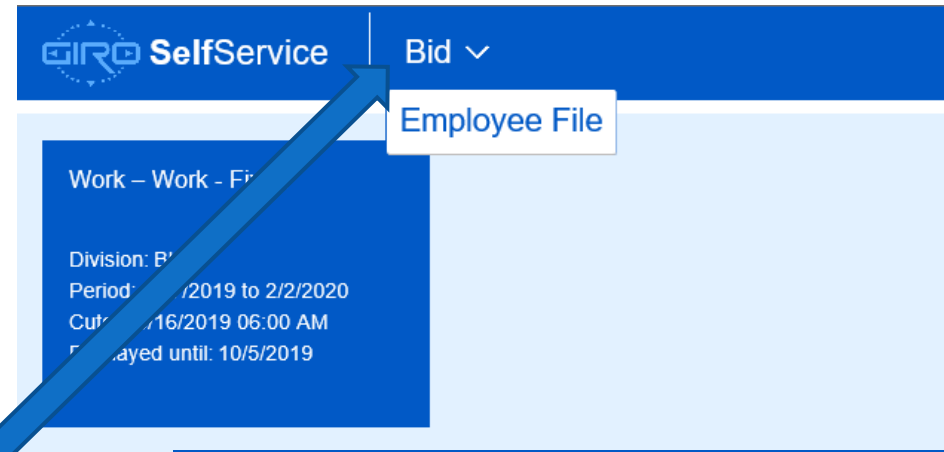
- ▶ Operator;
  - ▶ John Smith 704-555-1234
- ▶ Password;
  - ▶ Sm7045551234

# SelfService Home Page



# Employee File

- ▶ Once successfully logged into the website, you will find the available bids for the coming run assignment.
- ▶ You will also find the 'Employee File' section by clicking/pressing the drop down next to 'Bid'
  - ▶ This section allows you to view general personal information
  - ▶ You can also change your password using the 'Change Password' link

A screenshot of the GIRO SelfService 'Employee File' page. The page has a blue header bar with the GIRO SelfService logo on the left and a dropdown menu labeled 'Employee File' on the right. Below the header, there are two buttons: 'My Personal Information' (yellow) and 'Change Password' (blue). Below these buttons, there is a form with various fields. A blue arrow points from the 'Change Password' button towards the 'Seniority' field. Another blue arrow points from the 'My Personal Information' button towards the 'First name' field.

Employee:	B0125	Seniority:	09/01/1976
First name:	Smith, John – B1234	Ext:	1
Last name:		Start date:	09/01/1976
Birthday:		Probation start date:	
Phone:	6125	Probation end date:	
Address: 1234 Melody Lane Charlotte, NC 28224		Driver's license: restricted	
		License expiration date:	
		Last medical: 13/12/2014	
Phone 1: 704-555-4554			
Phone 2:			
Phone 3:			
Phone 4:			
Email:			

# Selecting Your Bid Round

- ▶ Bid rounds will be displayed in a tile format once you have logged in
- ▶ Select the bid round you want to view by clicking/pressing on the tile
- ▶ The bid window will display

SelfService

Bid

Smith, John – B1234

fr

Work – Work - Fixed

Division: BUS  
Period: 10/7/2019 to 2/2/2020  
Cutoff: 9/16/2019 06:00 AM  
Displayed until: 10/5/2019

Session: Work - Fixed  
Division: BUS  
Period: 10/7/2019 to 2/2/2020

Previous group's cutoff:  
Cutoff: 9/16/2019 06:00 AM

Rank in group: 3  
Rank among remaining: 3

Preferred work (0)

No item to display.

Drag and drop to adjust order.

Available work (683/683)

Filter by: 

Select filters

Sort by: 

Rank

Position

Select sort criteria

Add All

C-XB 6801	EB01 N/A	EB01 N/A	EB01 N/A	EB01 N/A	EB01 N/A	OFF N/A	OFF N/A	
D-4/10 250	3002 429a- 337p Working: 40h00	3002 429a- 337p Paid: 40h00	3002 429a- 337p Paid: 40h00	3002 429a- 337p Paid: 40h00	OFF N/A	OFF N/A	OFF N/A	
D-4/10 251	3027 511a- 407p Working: 39h56	3027 511a- 407p Paid: 40h24	3027 511a- 407p Paid: 40h24	3027 511a- 407p Paid: 40h24	OFF N/A	OFF N/A	OFF N/A	
D-4/10 252	3051 547a- 516p Working: 40h12	3051 547a- 516p Paid: 40h44	3051 547a- 516p Paid: 40h44	3051 547a- 516p Paid: 40h44	OFF N/A	OFF N/A	OFF N/A	
D-4/10 253	3073 643a- 553p Working: 40h03	3073 643a- 553p Paid: 40h24	3073 643a- 553p Paid: 40h24	3073 643a- 553p Paid: 40h24	OFF N/A	OFF N/A	OFF N/A	
D-4/10 254	3072 642a- 613p Working: 40h00	3072 642a- 613p Paid: 40h32	3072 642a- 613p Paid: 40h32	3072 642a- 613p Paid: 40h32	OFF N/A	OFF N/A	OFF N/A	

Cancel

Done

# Bid Page Details

Logout Button

Smith, John – B1234

Session: **Work - Fixed**  
Division: **BUS**  
Period: 10/7/2019 to 2/2/2020

Previous group's cutoff:  
Cutoff: 9/16/2019 06:00 AM

Rank in group: 3  
Rank among remaining: 3

Booking Dates

Cutoff Time

Group Rank

Preferred work (0)

No item to display.

Available Work Summary

Drag and drop to adjust order.

Available work (683/683)

Filter by:   
Sort by:

Filter and Sort Options

Add All

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
C-XB 6801	EB01 N/A Working: 40h00	EB01 N/A Paid: 40h00	EB01 N/A	EB01 N/A	EB01 N/A	OFF N/A	OFF N/A	
D-4/10 250	3002 429a- 337p Working: 40h00	3002 429a- 337p Paid: 40h00	3002 429a- 337p	3002 429a- 337p	OFF N/A	OFF N/A	OFF N/A	
D-4/10 251	3027 511a- 407p Working: 39h56	3027 511a- 407p Paid: 40h24	3027 511a- 407p	3027 511a- 407p	OFF N/A	OFF N/A	OFF N/A	
D-4/10 252	3051 547a- 516p Working: 40h12	3051 547a- 516p Paid: 40h44	3051 547a- 516p	3051 547a- 516p	OFF N/A	OFF N/A	OFF N/A	
D-4/10 253	3073 643a- 553p Working: 40h03	3073 643a- 553p Paid: 40h24	3073 643a- 553p	OFF N/A	3002 429a- 337p	OFF N/A	OFF N/A	
D-4/10 254	3072 642a- 613p Working: 40h00	3072 642a- 613p Paid: 40h00	3072 642a- 613p	OFF N/A	3051 547a- 516p	OFF N/A	OFF N/A	

Work Week Details

Work Selection Button

Done/Save Button

Cancel

Done

# Available Work Filters / Sort Options

- ▶ Available work can be sorted or filtered by the options listed
- ▶ You can have multiple filters and sorting options selected
- ▶ Clicking/pressing on the drop down icon on either field will display your options
- ▶ Once all the options are selected, click/press the 'Apply' button for an updated list of available work
- ▶ To remove an option, click/press the 'X' for each field to be removed, and then click/press the 'Apply' button for an updated list of available work

Session: **Work - Fixed**  
Division: **BUS**  
Period: **10/7/2019 to 2/2/2020**

Previous group's cutoff:  
Cutoff: **9/16/2019 06:00 AM**

Preferred work (2)

1	T-5/8A 120	Mon 1111 623a- 744p Working: 40h25	Tue OFF N/A Paid: 43h00	Wed OFF N/A	Thu 1046 520a- 609p	Fri 1046 520a- 609p	Sat 1311 509a- 152p	Sun 1526 550a- 234p Status: OK
2	T-5/8P 189	Mon 1166 345p-1244a Working: 40h12	Tue 1166 345p-1244a Paid: 41h42	Wed 1166 345p-1244a	Thu OFF N/A	Fri OFF N/A	Sat 1422 209p-1214a	Sun 1581 147p-1029p Status: OK

Available work (681/683)

Filter by: Day work (Week) x Sunday Off x Saturday Off x

Sort by: ▲ Roster x ▲ Position x Select sort criteria ▼

Select filters

Select filters  
Night work (Week)  
Day work (Day)  
Night work (Day)  
Straight duties (week)  
Straight duties (day)  
Split duties (week)  
Split duties (day)  
Monday OFF

Apply

184	442p- 130a Working: 39h51	Tue 120p-1020p Paid: 41h13	Wed 120p-1020p	Thu N/A	Fri N/A	Sat 510p- 220a	Sun 401p- 120a
T-5/8P 185	Mon 1176 442p- 146a Working: 40h22	Tue 1154 233p-1119p Paid: 42h25	Wed 1154 233p-1119p	Thu N/A	Fri N/A	Sat 1446 349p- 111a	Sun 1611 417p- 143a
T-5/8P 186	Mon 1184 505p- 230a Working: 43h12	Tue 1184 505p- 230a Paid: 45h16	Wed 1184 505p- 230a	Thu N/A	Fri N/A	Sat 1425 211p-1233a	Sun 1577 1246p-1025p
187	Mon 446p- 136a Working: 40h05	Tue 400p-1251a Paid: 41h12	Wed 400p-1251a	Thu N/A	Fri N/A	Sat 522p- 227a	Sun 1628 513p- 132a
T-5/8P 1172	Mon 1172	Tue 1180	Wed 1180	Thu OFF	Fri OFF	Sat 1477	Sun 1624



# Available Work Details

- ▶ The available work summary displays the general weekly summary of the position
- ▶ By clicking/pressing on each week, you will see a more detailed view that can be narrowed down to the trip details for each day
- ▶ Use the 'Close' button on the bottom right to get back to the selection screen

Paid:		40h00	
05:29 AM	DAVID	To:	
To:	10:19 AM	TRANCT	
To:	04:04 PM	TRANCT	
29 AM	DAVID	To:	
AM	DAVID	To:	
	DAVID	To:	
9 AM	TRANCT		
4:04 PM	TRANCT		
Assignment Details (3039)			
Day of week:	Friday	Date:	
From:	DAVID	Start:	05:29 AM
To:	TRANCT	End:	04:04 PM
Paid:	10h00	Crew Base:	
		Work:	
		Spread:	
05:29 AM	DAVID	Signon	
		2038	7
05:39 AM	DAVID	Davidson Garage	
		Rosa Parks Place CTC	
05:55 AM	BFDHLT	Rosa Parks Place CTC	
06:14 AM	TRANCT	Charlotte Transportation Center	
06:25 AM	TRANCT	Charlotte Transportation Center	
06:47 AM	BFDHLT	Rosa Parks Place CTC	
06:55 AM	BFDHLT	Rosa Parks Place CTC	
07:36 AM	WALMAR	Callabridge Commons	
07:37 AM	WALMAR	Callabridge Commons	
08:18 AM	BFDHLT	Rosa Parks Place CTC	

# Selecting Available Work

- ▶ When a work week looks interesting, move it from the 'Available Work' section, to the 'Preferred Work' section
- ▶ This is done using the thumbs up icon on the work week summary
- ▶ The goal is to select at least as many work week positions as the rank in the group
  - ▶ For example, if ranked 5<sup>th</sup> in the group, make no less than 5 selections
  - ▶ Preferred work choices have no limit, it is encouraged to make more choices than the rank in the group

**GPRO SelfService** Smith, John – B1234

Session: **Work - Fixed** Previous group's cutoff: 9/16/2019 06:00 AM  
Division: **BUS** Cutoff: 9/16/2019 07:00 AM  
Period: 10/7/2019 to 2/2/2020

**Preferred work (5)**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2 D-5/8 306	3046 541a-350p	3046 541a-350p	3046 541a-350p	3046 541a-350p	3046 541a-350p	OFF	OFF	X
3 D-5/8 309	3049 543a-634p	3049 543a-634p	3049 543a-634p	3049 543a-634p	3049 543a-634p	OFF	OFF	X
4 T-5/8A 123	1118 635a-732p	OFF	OFF	1059 533a-637p	1059 533a-637p	1328 527a-223p	1533 558a-230p	X
5 VR 3723	VR	VR	VR	VR	VR	VR	VR	X

**Available work (678/683)**


	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
C-XB 6801	EB01 N/A	EB01 N/A	EB01 N/A	EB01 N/A	EB01 N/A	OFF	OFF	
D-4/10 250	3002 429a-337p	3002 429a-337p	3002 429a-337p	3002 429a-337p	OFF	OFF	OFF	

**Rank in group: 1**  
**Rank among remaining: 13**

**Add All**

# Arranging Preferred Work

- ▶ The Preferred work section list the desired work in order of selection, this list should be arranged to suite preferences

 **SelfService**

Smith, John – B1234

Session: **Work - Fixed**  
Division: **BUS**  
Period: **10/7/2019 to 2/2/2020**

Previous group's cutoff:  
Cutoff: **9/18/2019 11:00 AM**  
**9/18/2019 12:00 PM**

Rank in group: **12**  
Rank among remaining: **396**

▼ Preferred work (6)

1	T-C5/8 428	Mon 6228 640a- 750p Working: 43h19	Tue <b>OFF</b> N/A Paid: 46h42	Wed <b>OFF</b> N/A	Thu 6228 640a- 750p	Fri 6228 640a- 750p	Sat 6310 642a- 312p	Sun 6503 530a- 156p Status: OK
2	T-C5/8 427	Mon 6243 112p-1045p Working: 41h34	Tue 6243 112p-1045p Paid: 42h47	Wed <b>OFF</b> N/A	Thu <b>OFF</b> N/A	Fri 6243 112p-1045p	Sat 6339 219p-1157p	Sun 6522 236p-1210a Status: OK
3	D-4/10 252	Mon 3051 547a- 516p Working: 40h12	Tue 3051 547a- 516p Paid: 40h44	Wed 3051 547a- 516p	Thu 3051 547a- 516p	Fri <b>OFF</b> N/A	Sat <b>OFF</b> N/A	Sun <b>OFF</b> N/A Status: OK
4	D-XBAM 3812	Mon EB01 N/A Working: 40h00	Tue EB01 N/A Paid: 40h00	Wed EB01 N/A	Thu EB01 N/A	Fri EB01 N/A	Sat <b>OFF</b> N/A	Sun <b>OFF</b> N/A Status: OK
5	T-5/8P 187	Mon 1179 446p- 136a Working: 40h05	Tue 1169 400p-1251a Paid: 41h12	Wed 1169 400p-1251a	Thu <b>OFF</b> N/A	Fri <b>OFF</b> N/A	Sat 1478 522p- 227a	Sun 1628 513p- 132a Status: OK
6	T-C5/8 429	Mon 6235 1025a-1029p Working: 44h30	Tue <b>OFF</b> N/A Paid: 48h25	Wed <b>OFF</b> N/A	Thu 6221 555a- 724p	Fri 6221 555a- 724p	Sat 6309 602a- 221p	Sun 6505 555a- 328p Status: OK

Drag and drop

▼ Available work (677/683)

Filter by:


Sort by: ▲ Roster x ▲ Position x

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-----	-----	-----	-----	-----	-----	-----

# Reviewing Work Choices


- ▶ Once completed making choices and arranging them in order, click/press the 'Done' button at the bottom right of the page
- ▶ If less choices were made than the rank in the group, a validation message will appear, it will not stop the
- ▶ The Transaction Details will display summarizing the choices made during the bid process
  - ▶ Choices will be saved and reviewable each time the website is accessed
  - ▶ If desired, the details can be printed to a local computer
  - ▶ The email function is currently not available

Warning



You haven't specified enough preferences to match your rank in the round. You may not have an available preference when your rank is processed. Continue?

YesNo

SelfService

Transaction Details

**The following work bid preferences have been modified:**

Employee:Smith, John – B1234

Transaction time:8/29/2019 03:53:18 PM

Transaction type:Modification

Bid session:Work - Fixed


Division:BUS

Period:10/7/2019 to 2/2/2020

Preferred work:

Rank	Status	Roster	Position	Working	Paid	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
1	OK	D-4/10	252	40h12	40h44	3051	3051	3051	3051	OFF	OFF	OFF
2	OK	PASS	611	0h00	0h00	ABS	ABS	ABS	ABS	ABS	OFF	OFF
3	OK	T-4/10	23	40h00	40h41	OFF	OFF	1124	1124	1124	1390	OFF
4	OK	T-5/8	61	39h15	40h20	1043	1043	1043	1043	1043	OFF	OFF
5	OK	T-5/8A	153	41h04	45h25	OFF	1070	1070	1070	1070	1346	OFF

Holidays:  
No item to display.



Print

Close

# Awarded Work

- ▶ Once work has been awarded, and after the cutoff time of the group, accessing the website will display the work details for the assignment for each day of the week