

# Unifor District 301

SharePoint Setup and Manual



# Disclaimer

**Unifor D301 SharePoint is not an online bidding tool. The bid process will be over the Telephone and everyone will have a maximum of 2 mins to bid.**

**The main purpose of the Unifor D301 SharePoint is to provide information and to provide members access to view the live bid line availability & sequence through the Excel Sheets. To have a successful bid, please read the information below.**

1. Disable the "SILENCE" mode and/or "BLOCK/UNKNOWN" caller feature on your phone.
2. Everyone must submit an E-Bid/Proxy form through the [Workforce Planning Forms](#).
3. Everyone will have a maximum limit of 2mins to bid. We strongly recommend everyone to review the Excel Sheet 15-30 mins before your bid time and to write down your top 10-20 choices.
4. We need a specific bid line and not a generalized preference.
5. Be ready to provide your bid line selection in succession of preferences.
6. If you have any questions, we recommend you review the Bid Collateral Package or call/visit the **union office 905-676-2084** in advance of your bid schedule.
7. During the call:
  - We will not provide support on how to use SharePoint.
  - We will not provide you with a full description of job functions.
  - We will not provide information regarding the original owner of the mirror bid line (due to privacy reasons we cannot disclose the name or the person holding the line, their medical status or their return from work date).
  - We will not provide call backs.
8. You can easily forfeit your bid by doing the following.
  - Failure to submit an [E-Bid Sheet/Proxy Form](#)
  - Not answering your phone or having an incorrect phone number submission
  - Failure to make a bid decision within the 2mins time limit
  - Wasting the 2mins by asking too many questions or stalling because you're not prepared

**If you forfeit a bid time because of any of the reasons above, you will need to contact the Union Office 905-676-2084. We will do all possible to slide you into the next time slot. Unfortunately, you will be bidding what is left.**

**For those that failed to participate at all, you will be assigned a random "leftover" line at the end of the bidding process.**

# SECTION 01: NEW MEMBER SETUP

- Go to your company email and open the Unifor District 301 SharePoint invite email. You might need to search for “District 301” to find the email invite.
- Click the "[Unifor District 301](#)" link on the email.
- At the top right side of the SharePoint, click “**Not following**” in order to save the SharePoint as a favourite onto your ACaeronet main page. In the future the shortcut can be found under “**Sites I’m Following**”.
- If you did not get an invite, please email [info@yyzd301.com](mailto:info@yyzd301.com) with your full name, employee# and your company email address. In the subject line “Unifor D301 SharePoint request”.



New message



Delete



Archive



Junk



Sweep



Move to



Categorize



Favorites



Inbox

122



Sent Items



Drafts

2



Junk Email

86



Saved files



Add favorite



Folders



Inbox

122



CEWS



Focused

Other

Filter



Dien Nguyen

Dien Nguyen has invited you t... 4:42 AM

Here's the site that Dien Nguyen shared ...

Yesterday



Anne Robichaud; Rita Kronn

> Dien Nguyen has invited ... Thu 9:40 PM  
Hi Dean ... I'm on vacation, can you explai...

SHAREPOINT S...



Wan-Ting Chiu

> Shift bid invitation Thu 7:57 PM  
Dear Dien, I am sending this email to advi...

SHAREPOINT S...

Dien Nguyen has invited you to 'Unifor District 301'



Dien Nguyen

Fri 2021-08-13 4:42 AM

To: Ding Liu

Cc: Dien Nguyen

Here's the site that Dien Nguyen shared with you.

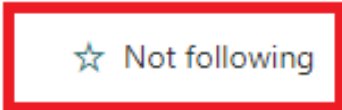
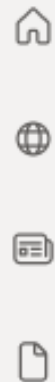
Go to [Unifor District 301](#)

Follow this site to get updates in your newsfeed.

Reply

Reply all

Forward



Local 2002 - District 301

## **DISTRICT 301 - TORONTO AIRPORT**

- **August 13** : Bid Package Release
- **August 18-20** : Bidding Period
- **September 12** : Bid Implementation

**\* TESTING ONLY (THE FILES BELOW ARE FROM LAST YEAR) \*  
THE NEW BID PACKAGE WILL BE RELEASE ON AUGUST 13.**



01 FULLTIME



02 PARTTIME

### More News

- COVID-19 Updates
- The Accessible Transportation for Persons with Disabilities Regulations (ATPDR) Q+A
- Q+A for APPR Process Failure Codes Launch
- 2020 Pension Update
- 737 MAX Return to Service
- Air Canada Boutique
- Outlook eMail

### Spotlight!

- Employee Screening Program
- Where we fly
- UBY - Unlock the Best in You

### IT Support



Discover !T



!T Service Desk

### Tools, Forms and Policies

- Tools
- Forms
- Policies
- App Store

### Sites I'm Following

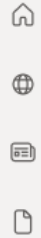
- AC Tools
- Aeronet
- COVID-19 Test Validity Calculator (Tool)
- Unifor District 301

### Yammer

By following the Unifor District 301 Sharepoint you created a shortcut link on your ACAeronet main page.

# SECTION 02: ACCESSING EXCEL SHEET

- During the Telephone Bid, all members will have access to the Excel Sheet on SharePoint to view current bid line availability and the current member bidding.
- We recommend all members to view the Excel Sheet 15-30 mins prior to bidding and to write down their top 10-20 choices. If you have a list already you can use this time to review/verify your list availability.
- 15-30mins prior to your bid means there is only 7-15 person ahead of you.

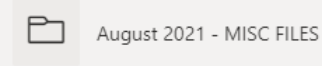
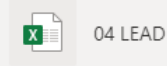
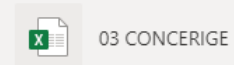
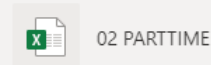
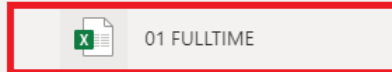


Local 2002 - District 301

**DISTRICT 301 - TORONTO AIRPORT**

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**\* TESTING ONLY (THE FILES BELOW ARE FROM LAST YEAR) \*  
THE NEW BID PACKAGE WILL BE RELEASE ON AUGUST 13.**





Excel 01 FULLTIME (OLD SAMPLE) - Saved

Search (Alt + Q)

File Home Insert Draw Page Layout Formulas Data Review View Help Open in Desktop App

Clipboard Font Alignment Number Analysis

B105 fx 4099

			Sun 31-Jan-21	Mon 1-Feb-21	Tue 2-Feb-21	Wed 3-Feb-21	Thu 4-Feb-21	Fri 5-Feb-21	Sat 6-Feb-21	Sun 7-Feb-21	Mon 8-Feb-21
Line #	Cycle Name		1	2	3	4	5	6	7	8	9
4093	V5	905 GT							905 GT	905 GT	
4094	V6	12:00-21:05 905 GT							12:00-21:05 905 GT	12:00-21:05 905 GT	
4095	V7	12:30-21:35 905 GT							X	12:30-21:35 905 GT	
4096	V8	13:00-22:05 905 GT		905 GT	905 GT	905 GT	905 GT	905 GT	X	X	X
4097	V1	X	05:00-14:05 905 CNX_TEAM	05:00-14:05 905 CNX_TEAM	05:00-14:05 905 CNX_TEAM	05:00-14:05 905 CNX_TEAM	05:00-14:05 905 CNX_TEAM	05:00-14:05 905 CNX_TEAM	X	X	
4098	V2	X	X	13:30-22:35 905 CNX_TEAM	13:00-22:05 905 CNX_TEAM	13:00-22:05 905 CNX_TEAM	13:00-22:05 905 CNX_TEAM	13:00-22:05 905 CNX_TEAM	13:00-22:05 905 CNX_TEAM	X	
4099	V3	X	X	X	13:30-22:35 905 CNX_TEAM	13:30-22:35 905 CNX_TEAM	13:30-22:35 905 CNX_TEAM	13:30-22:35 905 CNX_TEAM	13:30-22:35 905 CNX_TEAM	13:30-22:35 905 CNX_TEAM	

Find

Find what:  
4099

> Search Options

Find Next Find All Replace...

BID LINE SEQ +

Excel 01 FULLTIME (OLD SAMPLE) - Saved

Search (Alt + Q)

File Home Insert Draw Page Layout Formulas Data Review View Help Open in Desktop App

Undo Paste Clipboard Font Alignment Number Tables Cells Editing Analyze Data Analysis

A3 fx 1/13/2021

	A	B	C	D
1	BID TIME			
2	DATE	TIME	SEQ.#	EMPNO
3	13-Jan	9:58	32	AC092513
4	13-Jan	10:00	33	AC083622
5	13-Jan	10:02	34	AC079404
6	13-Jan	10:04	35	AC083679
7	13-Jan	10:06	36	AC083673
8	13-Jan	10:08	37	AC079674
9	13-Jan	10:10	38	AC040533
10			39	AC083716
11			40	AC083718
12	13-Jan	10:12	41	AC078694
13	13-Jan	10:14	42	AC079756
14	13-Jan	10:16	43	AC079790
15	13-Jan	10:18	44	AC083777
16	13-Jan	10:20	45	AC083765
17	13-Jan	10:22	46	AC062952
18	13-Jan	10:24	47	AC06292
19	13-Jan	10:26	48	AC083778
20	13-Jan	10:28	49	AC079766
21	13-Jan	10:30	50	AC083865

< > ≡ BID LINE SEQ +

- Employee SEQ Line will be remove when bidding.
- It might take the system 2-3mins to auto fresh the page.
- If page fails to refresh after 3 mins go back to the SharePoint home page and reopen the excel sheet.

# EXCEL SHEET TIPS

- **At the left-bottom corner of the Excel sheet you will find 2 tabs:**

**BIDLINE:** Lines that are still available for bidding

**SEQ:** Employee currently bidding.

- **Excel Sheet search function:**

In order quickly check if a bid line is available please use the search function within Excel. The search function will only work on desktop or laptop.

To start, click any cell on the excel sheet and then briefly press together the combination of buttons below to access the search function tool within Excel.

**WINDOWS:** Control button+F    /    **MACBOOK:** Command button+F