

Selecting – Moving – Locking – Promoting – Trashing Lines in WBidMax

Quick Reference Chart

There is a Quick Reference Chart at the end of this document.

Set Up: download bid data for a base you are not at, so you can practice with the bid data. Leave the data in line order.

Selecting a Line

PC: left click on the line – line will now have a blue highlight




iPad: touch the SEL circle (second icon from right on line) and turn the circle green

Mac: click on line – line will now have a blue highlight

Selecting a group of Lines

Put the lines in line order (in SORTS, select Line Order – go back to Summary View)

PC: left click on line 3 hold down the shift key, click on line 7. You will now see a group of lines are selected. (does not currently work in Modern view, but will be added)

Ord	  	Grp	Line	VacPay	MyValue	Wts	Pay	A/P	Off	T234	\$/Day	+Off	Vobk	Vofrnt	VDrop	DP
1			1	0.00	95.87	0.0	95.87	AM	19	0121	7.99	10	0.00	0.00	0.0	12
2			2	0.00	92.60	0.0	92.60	AM	19	5210	7.72	10	0.00	0.00	15.2	12
3			3	0.00	92.60	0.0	92.60	AM	19	0040	7.72	6	0.00	0.00	0.0	12
4			4	0.00	92.32	0.0	92.32	AM	19	2220	7.69	10	0.00	0.00	19.43	12
5			5	0.00	92.28	0.0	92.28	AM	19	0221	7.69	5	0.00	0.00	0.0	14
6			6	0.00	91.98	0.0	91.98	AM	19	0040	7.67	5	0.00	0.00	13.93	12
7			7	0.00	91.98	0.0	91.98	AM	19	0022	7.67	10	0.00	0.00	0.0	14




iPad: touch the SEL circle and turn the circle green for the group of lines you want to select

Mac: click on a line, hold down the shift key, click another line. You will now see a group of lines are selected.

Select a discontinuous group of Lines

Put the lines in line order

PC: click a line, hold down the CTRL key and click another line, skip several lines and continue to hold down the CTRL key and then click a line. You will now have a discontinuous group of lines selected.

Ord	  	Grp	Line	VacPay	MyValue	Wts	Pay	A/P	Off	T234	\$/Day	+Off	Vobk	Vofrnt	VDrop	DP
1			1	0.00	95.87	0.0	95.87	AM	19	0121	7.99	10	0.00	0.00	0.0	12
2			2	0.00	92.60	0.0	92.60	AM	19	5210	7.72	10	0.00	0.00	15.2	12
3			3	0.00	92.60	0.0	92.60	AM	19	0040	7.72	6	0.00	0.00	0.0	12
4			4	0.00	92.32	0.0	92.32	AM	19	2220	7.69	10	0.00	0.00	19.43	12
5			5	0.00	92.28	0.0	92.28	AM	19	0221	7.69	5	0.00	0.00	0.0	14
6			6	0.00	91.98	0.0	91.98	AM	19	0040	7.67	5	0.00	0.00	13.93	12
7			7	0.00	91.98	0.0	91.98	AM	19	0022	7.67	10	0.00	0.00	0.0	14
8			8	0.00	91.98	0.0	91.98	AM	19	1130	7.67	4	0.00	0.00	0.0	12
9			9	0.00	91.98	0.0	91.98	AM	19	0040	7.67	5	0.00	0.00	13.93	12

iPad: touch the SEL circle and turn the circle green for the discontinuous lines you want to select.

Mac: click on line 6, hold down the Command key (not control) and click line 8, continue holding down the Command key and click line 4, and with the Command key still down, click line 3. You will now have lines 3,4,6, and 8 selected.

Manually Moving Lines

With a line or lines selected you can now move those lines to the desired position in your bid list.

PC: with a Line or Lines selected, move the mouse cursor to just above the line where you want to move the selected Line(s) and then right click.

iPad: with Line(s) selected, scroll to where you want to move the lines and then touch and hold that line. A menu will appear. You can select “Move selected lines – Above” or “Move selected line – Below”. The lines will be moved and the SEL circles will turn back white.

Mac: with Line(s) selected, move the mouse cursor to just below the line where you want to move the selected Line(s) and then right click. A right click in the Mac can be done many ways. If you do not know how to right click on the Mac or if you do not have the right click turned on, Google “Right Click on Mac” for help. The right click can be done with a Track Pad, a Mac Mouse (One Button) or a Two Button Mouse.

Top Locking Lines.

Put the Lines in Line Order.

Why do we top lock? We top lock lines that we like in the position we like, so they will not move when we change our CONSTRAINTS, SORT, and WEIGHTS settings.

PC: to top lock a line and all the lines above, move your mouse cursor over line 10, hold down the t key and left click. For Windows 8 and 10 users, hold down the CTRL or ALT key, plus the t key and left click.

Ord		Grp	Line	VacPay	MyValue	Wts	Pay	A/P	Off	T234	\$/Day	+Off	Vobk	Vofrnt	VDrop	DP
1			1	0.00	95.87	0.0	95.87	AM	19	0121	7.99	10	0.00	0.00	0.0	12
2			2	0.00	92.60	0.0	92.60	AM	19	5210	7.72	10	0.00	0.00	15.2	12
3			3	0.00	92.60	0.0	92.60	AM	19	0040	7.72	6	0.00	0.00	0.0	12
4			4	0.00	92.32	0.0	92.32	AM	19	2220	7.69	10	0.00	0.00	19.43	12
5			5	0.00	92.28	0.0	92.28	AM	19	0221	7.69	5	0.00	0.00	0.0	14
6			6	0.00	91.98	0.0	91.98	AM	19	0040	7.67	5	0.00	0.00	13.93	12
7			7	0.00	91.98	0.0	91.98	AM	19	0022	7.67	10	0.00	0.00	0.0	14
8			8	0.00	91.98	0.0	91.98	AM	19	1130	7.67	4	0.00	0.00	0.0	12
9			9	0.00	91.93	0.0	91.93	AM	19	0040	7.66	5	0.00	0.00	26.19	12
10			10	0.00	91.43	0.0	91.43	AM	19	0040	7.62	5	0.00	0.00	14.3	12
11			11	0.00	91.22	0.0	91.22	AM	19	0040	7.60	4	0.00	0.00	0.0	12
12			12	0.00	91.10	0.0	91.10	AM	19	0040	7.59	4	0.00	0.00	37.79	12
13			13	0.00	91.10	0.0	91.10	AM	19	0040	7.59	6	0.00	0.00	0.0	12
14			14	0.00	90.92	0.0	90.92	AM	19	0040	7.58	4	0.00	0.00	26.2	12
15			15	0.00	90.90	0.0	90.90	AM	19	0040	7.58	5	0.00	0.00	21.5	12

iPad: to top lock a line and all the lines above touch and hold a line until a menu appears. Now touch “Top Lock this line and above”.

Mac: to top lock a line and all the lines above, move your mouse cursor over line 10, hold down the “t” key and right click (note, this is different than the PC, in the PC you left click and in the Mac you right click). A right click in the Mac can be done many ways. If you do not know how to right click on the Mac or if you do not have the right click turned on, Google “Right Click on Mac” for help. The right click can be done with a Track Pad, a Mac Mouse (One Button) or a Two Button Mouse.

Bottom Locking Lines

Bottom locking works the exact same as Top Locking, except you hold down the b key in the PC and Mac.

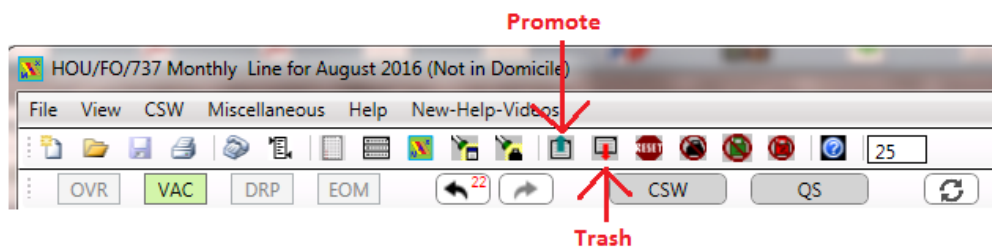
PC: to top lock a line and all the lines above, move your mouse cursor over line 10, hold down the “b” key and left click. For Windows 8 and 10 users, hold down the CTRL or ALT key, the “t” key and left click.

iPad: to top lock a line and all the lines above touch and hold a line until a menu appears. Now touch “Bottom Lock this line and below”.

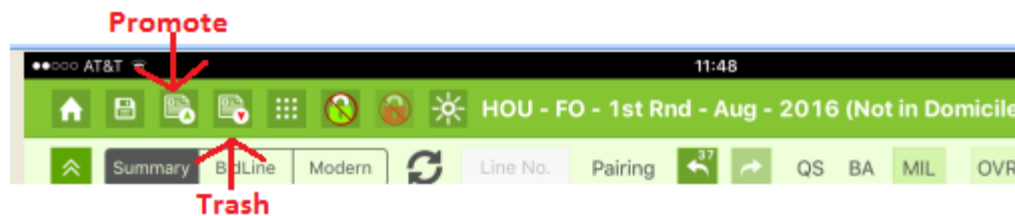
Mac: to top lock a line and all the lines above, move your mouse cursor over line 10, hold down the “b” key and right click. A right click in the Mac can be done many ways. If you do not know how to right click on the Mac or if you do not have the right click turned on, Google “Right Click on Mac” for help. The right click can be done with a Track Pad, a Mac Mouse (One Button) or a Two Button Mouse.

Promoting and Trashing Lines

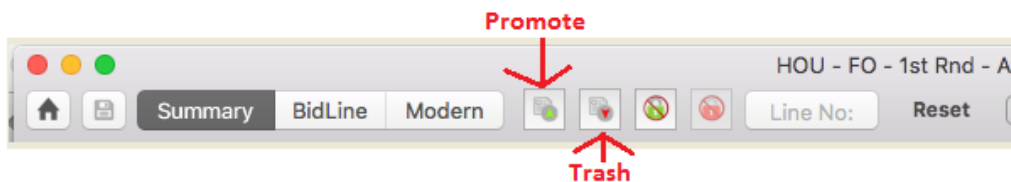
The **PC**, **iPad** and **Mac** all have Promote and Trash icons. Here they are on the PC



On the iPad, they are here:



On the Mac, they are here:



The Promote and Trash features work exactly the same on all 3 devices (PC, iPad, and Mac)

Promote

To Promote a line or lines, you first select the line or lines and then click on the Promote Icon. The selected lines will be moved to the bottom of all of the Top Locked lines and locked. If there are not Top Locked lines, the lines will be promoted to the Top and locked.

Trash

To Trash a line or lines, you first select the line or lines and then click on the Trash Icon. The selected lines will be moved to the bottom of the Bottom Locked lines.

Why would you Trash a line?

Let's say you have a trip that carries into your current bid month and flies on the 31st, 1st, and 2nd. You don't want to have an overlap issue, so you find all the lines that fly on the 1st and 2nd in your current bid period (Use Days of the Months Constraint and set the 1st and 2nd to Fly). Now select all of those lines and then touch or click the Trash icon. You have just taken all of the lines that could cause an overlap problem and locked them at the bottom.

Removing All Top Locks and Bottom Locks

The icon with a green padlock with a red circle and slash through the circle removes all Top Locks. The icon with a red padlock with a red circle and slash through the circle removes all Bottom Locks.

How do I remove an individual lock on a line?

To remove an individual lock on a line, simply select that line and move it out of the Top Lock Lines or Bottom Locked Lines.

Quick Reference

WBidMax Actions	PC	iPad	Mac
Select Line	left click	touch SEL circle to turn green	click or left click
Select Lines (continuous)	left click, hold down shift key, left click	touch SEL circle to turn green	click, shift key + click
Select Lines (discontinuous)	left click, CTRL left click, CTRL left click, etc	touch SEL circle to turn green	click, command key + click, command key + click, etc
Move Selected Lines	select line(s), right click to move location	touch line and hold until menu appears, then select Move above or below	select line(s), right click to move location
Top Lock Selected Lines	t + left click (Windows 8 & 10) CTRL + t + left Click or ALT + t + left click	touch line and hold until menu appears, then select Top Lock this line and above	t + right click
Bottom Lock Selected Lines	b + left click (Windows 8 & 10) CTRL + b + left Click or ALT + b + left click	touch line and hold until menu appears, then select Bottom Lock this line and above	b + right click
Promote Selected Lines	click Promote icon	click Promote icon	click Promote icon
Trash Selected Lines	click Trash icon	click Trash icon	click Trash icon
If you don't know how to turn on Right Click or what a Right Click is on the Mac, just google: "Mac Right Click"			

As always if you have questions, please send them to: <mailto:support@wbidmax.com>