NANI & CLEARED ETCH FOLDER INFORMATION

- NANI: **N**orth **A**merican, **N**eighbor **I**sland
- **First Come, First Served Folder**
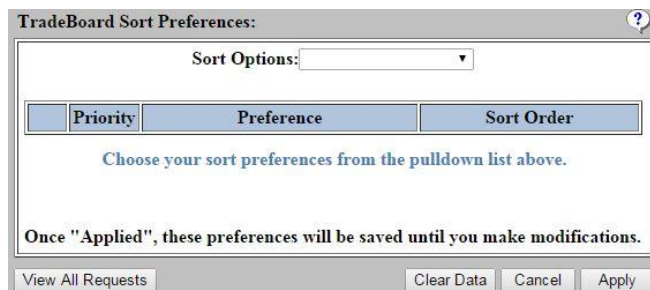- **Auto-Processing** for designated transactions (Tradeboard posts listed as Auto-Submit)

- **System Holds** – certain transaction are flagged in the program and require a Scheduler to manually process before the auto-processing resumes. This can contribute to requests taking longer than normal to process.
- **"Tradeboard"** Use the Tradeboard link to post your trip if you don't have an FA to drop or trade with. By clicking on Tradeboard and selecting the "ALL Requests" tab you can view all of the Tradeboard posts.
- **"Submit or View Requests"** Click on this link to Submit a Trade or Drop directly with another FA or to view the status of a request
- **Pairing Post Date:** Pairing posted within 12 hours of the pairing date will be denied. Please post or process in the **Split Short-Term NANI & Cleared ETCH Folder**. Pairings may be placed in that folder 5 days prior to the pairing date.
- **Tradeboard Filter Options**: Select filter options to quickly find specific types of pairings. These filter options carry over from folder to folder so you may need to reset them periodically.

Click "All Requests" from the Tradeboard link and click on the "Sort" button.

Click on the Sort Options drop down menu to select your filter criteria and click apply.

- **For more information please visit: Halflica.net**