Delta Air Lines Flight Attendants Flight Data Download 1. To quickly retrieve your flight his-Delta typically releases your iCrew file in early January. You Schedules Swaps/Pickups tory in a single file, Sign into iCrew don't have to wait for your December MAPS to be pub-My Abrv Schedule and from the 'Schedules' drop-down, lished in mid-February. select 'F/A Preference' My Full Schedule My Layover Schedule Any Schedule 2. On the next page, click on Advance Skd Email Schedule Leg Data Extract 'Schedule Leg Data Extract'. Connecting Gate Restrict/Unrestrict Schedule F/A Preference Codeshare Flights World Clock 3. You'll see two options. Choose the second option: 'email 4. You'll receive the confirmation message 'Email Schedule Leg Data to your company account. Enter 'YES' for request submitted'. It may take a few minutes to this (second) option and click the 'OK' button. appear in your company email account. 2015 Schedule Leg Data to your company account: eMail odate Schedule Leg Data Extrac Employee Number: 0548014 Email request submitted No 🗸 2015 Schedule Leg Data to vendor: New - Delete - Move - Filter - View -G 5. Log in to your eMail 2015 Schedule Leg Data to your company account: Yes 🗸 company email. Search Entire Mailbox Q You'll receive an Conversations by Date * Newest on Top email with your Today 'Schedule Leg Data' 9 1 7 2015 Schedule Leg Data F1 = Cancel F2 = Previous OK IFS Schedule Leg Data 11:20 PM IMPORTANT: Please use airport city codes for your base. Do not use internal airport base designators(e.g IDF for Dallas international base; the correct base designator in this cc is DFW). If you are domiciled in a city with co-terminals, the base city must match the base airport code where your first trip of the year originated. For examle, if you are based in Select Year New York City, and flew your first trip out of JFK, enter JFK as your base, not NYC. year: 2017 ~ Month: January Day: 1 V

6. To calculate your own report, login to your account on www.godiem.com or sign up to create an account. You'll be prompted to select the tax year and enter your base information. After entering your base and advancing to the GoDiem Data Entry page, click on 'Delta Import' from the 'Import & GoBot' drop-down. Follow the instructions to upload your Schedule Leg Data file and calculate your report. You can view complete instructions by selecting 'Instructions' > 'Using our site'.

IMPORTANT: The Delta flight attendant file is formatted as a CSV file. If you do not have MS Excel or other spreadsheet software installed on your computer, downloading the Schedule Leg Data file will cause it to lose its format, and your flight information won't import correctly to our site. There are two options available if this is the case for you:

				GoDiem	Trip Ent	r y		
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- 1. Delta Perks offers Office Professional Plus (for Windows) or Microsoft Home and Business for Mac (which includes MS Excel) for \$9.95. To order a copy, click on the 'Computers & Electronics' tile on the Delta Perks page in DeltaNet.
- 2. We'll calculate your report for you. See step 7, below.

7. To have us calculate your report, visit www.godiem.com and click on the 'ORDER REPORT' tab. On the order form, check the box : I'll email my file to info@godiem.com. Forward your Delta email with the file attachment directly to us (don't' download to your computer first.

