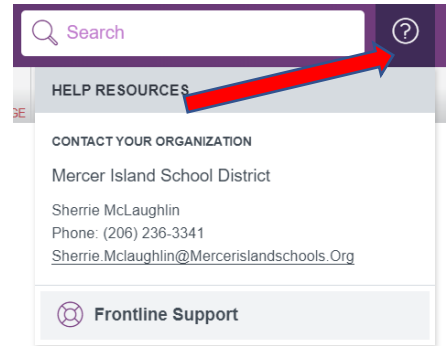


# Absence Management Additional Help

Please start by logging into your Frontline Absence Management account

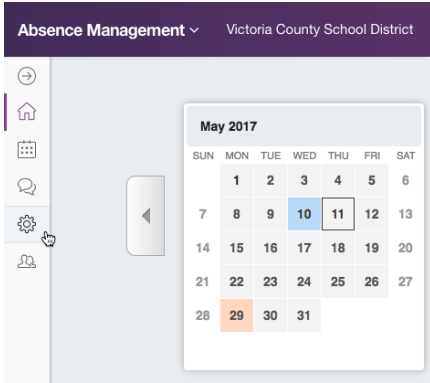
## Quick links:

You can access Frontline Support from your main page in the upper right by clicking the question mark.



<a href="#">How Absence Management Works</a>	<p>This video will walk you through how the system works.</p>
<a href="#">Employee Web Basic Video</a>	<p>This video will walk you through the basics of your absence management Employee website. Here's what you will learn:</p> <ul style="list-style-type: none"> <li>● How to log into absence management</li> <li>● The Home Page</li> <li>● Creating an absence</li> <li>● Viewing and editing personal information</li> <li>● Changing your PIN</li> <li>● Where to find help resources</li> </ul>
<a href="#">Advanced Employee Video</a>	<p>This video will walk you through the more advanced features including:</p> <ul style="list-style-type: none"> <li>● Creating an absence in Advanced Mode (this can be helpful if you have two types of absences in one day or you work in multiple locations)</li> <li>● Assigning a substitute to an absence</li> <li>● Cancelling absences</li> <li>● Viewing the approval status of an absence</li> <li>● Viewing absence history</li> <li>● Attaching a file to an absence</li> <li>● Checking your Absence Reason Balances</li> <li>● Viewing the Substitute Directory</li> </ul>
<p>Managing your preferred substitutes</p>	<p>Do you have preferred substitute(s) for your absences? Employees are able to create their own preferred substitutes list. To utilize the “preferred substitutes” function, view instructions on the following pages.</p>

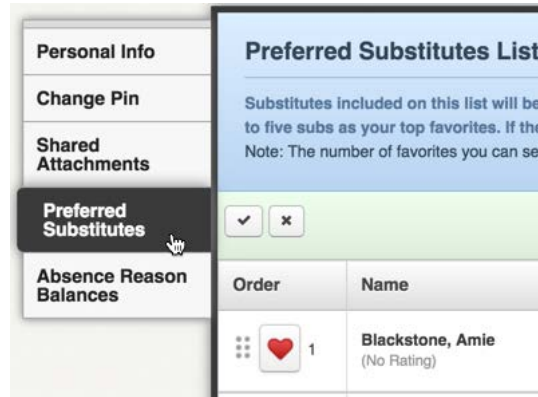
# Managing Preferred Subs Lists



Your district may have given you the ability to select a list of the substitutes you prefer to fill your absences. The substitute placement feature will attempt to contact these substitutes first when you create an absence.

To access the "Preferred Substitutes" page, click the **Account** option in the side navigation.

Now click on the **Preferred Substitutes** tab.

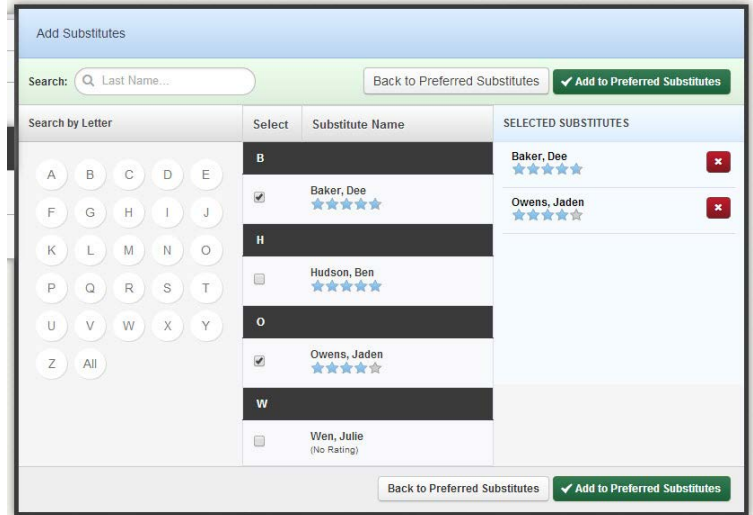


## Adding Substitutes

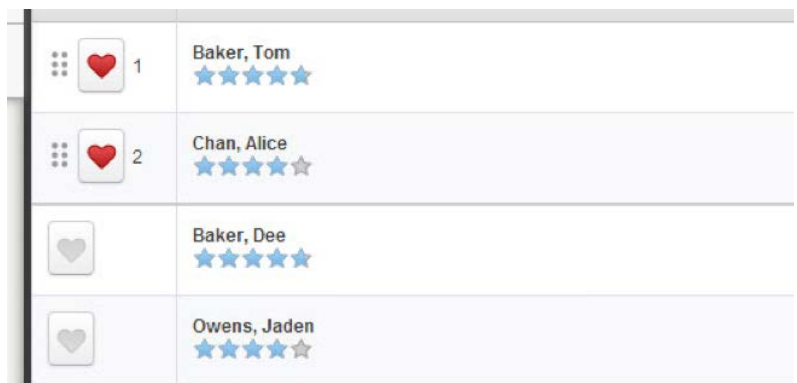
To add a substitute, click the **Add Substitute(s)** button.



This will open up the substitute selection page. Here, you can find the substitutes you want by searching by the substitute's last name, filtering by the first letter of the substitute's last name, or just browsing the list of substitutes.



Select the substitute(s) that you would like to add to your Preferred Substitutes list by checking the box next to their names. Once you have finished selecting the substitutes, click the **Add to Preferred Substitutes** button. This will add the substitutes to your Preferred Substitutes list.



# Removing Substitutes

To remove a substitute from your Preferred Substitutes list, click the check box for the substitute you would like to remove. The **Remove Selected Substitute(s)** button will appear. Click that button.

The substitute will be removed from your Preferred Substitutes list.



The screenshot shows a web interface with a table of substitutes. At the top right, there are two buttons: 'Add Substitute(s)' and 'Remove Selected Substitute(s)'. The table has three columns: 'Order', 'Name', and 'Select'. The 'Select' column contains checkboxes. The third row, for 'Baker, Dee', has a checked checkbox. The 'Remove Selected Substitute(s)' button is highlighted in red.

Order	Name	Select
1	Baker, Tom ★★★★★	<input type="checkbox"/>
2	Chan, Alice ★★★★☆	<input type="checkbox"/>
	Baker, Dee ★★★★★	<input checked="" type="checkbox"/>
	Hudson, Ben	<input type="checkbox"/>