

Use this Tip-sheet to get the most out of the Assign Subs screen! We provide loads of context that will help you find the right sub for the job.



Tip-Sheet:

Assign Like a Pro!

Assigning Subs Screen

What the Assign Subs Screen can do for you!

Red Rover provides a whole world of context that can give you the info you need as to why a sub may or may not be available to work in a given job. The system will also provide info about Favorite status, likelihood of working, notification status, and unavailability as well! Use this guide to get the most out of the Assign Subs Screen.

Accessing the Assign Sub Screen

- 1. Go to an absence or Vacancy you'd like to assign a sub to
- 2. Click the ASSIGN button, then click the ASSIGN button next to the sub

Dec 7, 2021 (1	day) - Para						
Absence	Substitute schedule						
Tue, Dec 7 12:00 PM - 3:00 PM	12:00 PM - 3:00 PM	Midwest Middle S	chool				
ame	Qualified	Avai	lable	Show		Source or	ganization
Search for first or last na	ame At least	minima 🔻	s (incl. confli 🔻	Everyo	ne 💌	(All)	•
Favorite	Name	Primary phone	Qualified	Available	Visible	Notified	
🗅 🌘 🕞	Cheryl Chase	(555) 000-0099	al	~	0	Ŕ	ASSIGN
ů 💡	George Costanza	(610) 223-1357	al	~	0	¢	ASSIGN
i (Brad Jenson	(610) 555-0239	al	~	0	Ŕ	ASSIGN
9	Jack Poole	(616) 555-5555	al	~	0	Ŕ	ASSIGN
TS TS	Tony Stark	(617) 555-5555	al	~	0	Ŕ	ASSIGN
× 👧	Sandra Substitute	(617) 555-5555	al	~	O	Ŕ	ASSIGN

What do all these icons mean?!

Every icon on this screen gives you context on this sub! Use the legend below to understand what the system is trying to tell you. **Hovering over any icon will give you more context about what it means.**

The Favorite Column

The first column called 'Favorite' gives you two pieces of information: 1) If the sub is a favorite sub, and 2) If the sub has worked recently in the district or at that specific location.

- A yellow star = Sub is a favorite sub but has not recently worked in this building or district
- A solid yellow suitcase = Sub is a favorite sub and recently worked in this building.
- A hollow yellow suitcase = Sub is a favorite sub and recently worked in the district
- A solid black suitcase = Sub is not a favorite sub, but they recently worked in this building.
- A hollow suitcase = Sub is not a favorite, but they recently worked in the district.

Favorite		Name	Primary phone	Qualified
<u> </u>	Ð	Cheryl Chase	(555) 000-0099	al
Ċ 😪		George Costanza	(610) 223-1357	al
i		Brad Jenson	(610) 555-0239	al
		Jack Poole	(616) 555-5555	al
TS		Tony Stark	(617) 555-5555	al
* 💮		Sandra Substitute	(617) 555-5555	al

• A blank space = the Sub is neither a favorite sub, nor have they recently worked in this building or the district.

Remember: If you don't know what an icon means, just over it, and Red Rover will give you a tool tip telling you exactly what that icon means!



The Qualified Column

The Qualified Column shows how qualified the sub is to work in this position (i.e.. If the sub has the proper attributes / skills to work for this employee). By default, the Assign page will show you all subs that are minimally qualified. You can change the "Qualified" filter at the top of the page to see All subs regardless of qualifications.

Name	Qualified	Available	Show		Source or	ganization
Search for first or last name	🛛 At least minimally 💌	Yes (incl. confli 💌	Everyo	ne 🔻	(All)	•
	At least minimally					
	Highly					
7 substitutes	Show All					
Favorite Name	Primary pho	ne Qualified	Available	Visible	Notified	
亡 👰 🗗 Cheryl Cha	se (555) 000-00	99	\checkmark	Ο	Ŕ	ASSIGN

• **Three Green Lines** = Sub is fully qualified to work for this job (sub has all must have attributes, and all should have attributes to replace this employee



Gray X = The sub is not qualified to work for this employee. You'll only see these subs if you change the qualified filter at the top, or if you search for the sub specifically in the NAME field.

The Available Column

The Available Column shows if a sub is actually available to work in this position. By default, the Assign Screen only shows subs that are either fully available, or only have a minor conflict with the job (i.e.. Working in a morning job that partly overlaps with the afternoon job you're assigning. You can change the "Available" filter at the top of the page to see different availabilities.

Name		Qualified	Available	Shov	v	Source	organization
Search for first	or last name	At least minimal 💌	Yes (incl. confl	icte 🕶 🛛 Eve	eryone	▼ (All)	•
			No				
			Yes (incl. confl	licts)			
8 substi	tutes		Yes (w/o confl	icts)			
Favorite	Name	Primary phone	Qualified	Available	Visible	Notified	
<u> </u>	Cheryl Chase	(555) 000-0099	al	~	Θ	Ŕ	ASSIGN



Green Checkmark = Sub is fully available to work in this position with no conflicts or non-workdays.



Green Checkmark with a tip icon = This icon can mean two things: either the sub has a minor conflict with this job but can still be assigned, or they have a non-work day. Hover over the icon to see exactly what it's telling you!



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 Red X = This icon can mean two things: either the sub has been blocked from this location or employee, or the sub is not available to work in this job because they're in a conflicting assignment. Hover over the icon to see the conflicting job, and click on the confirmation # to see the details!



The Visible Column

The Visible Column shows if a sub can currently see the job if they were to log into Red Rover or not. There are several icons to be aware of, so take note of what each icon is actually telling you!

8 subs	titutes						
Favorite	Name	Primary phone	Qualified	Available	Visible	Notified	
<u> </u>	Cheryl Chase	(555) 000-0099	al	~	0	Ŕ	ASSIGN
Ċ 🤤	George Costanza	(610) 223-1357	al	~	٥	¢	ASSIGN
i	Brad Jenson	(610) 555-0239	al	~	0	Ŕ	ASSIGN



• Eye = The sub can currently see the job if they were to log into Red Rover



Eye with a line = This means the sub cannot see the job if they were to log into Red Rover.

Eye with a line and clock = This means that the sub can't see the job *yet.* However, the clock indicates that they *WILL* be able to see the job at some point in the future. Hover over the icon to see when the sub will see the job if they were to log into Red Rover. (This happens when a sub is not a favorite sub or if they don't have the should have skills for the job. Once the allotted time passes for favorites and should have attributes, the job will become visible on the date/time that the system displays).



The Notified Column

The Notified Column shows if the sub has or has not been notified of this particular job. Hover over the icons to get more context!

8 subst	titutes						
Favorite	Name	Primary phone	Qualified	Available	Visible	Notified	
<u> </u>	Cheryl Chase	(555) 000-0099	al	~	0	Ŕ	ASSIGN
Ċ 😔	George Costanza	(610) 223-1357	al	~	0	¢	ASSIGN
i 💮	Brad Jenson	(610) 555-0239	al	~	0	Ŕ	ASSIGN

• **Solid Green Bell** = The sub has been successfully notified of this available job via the app.

- Solid Black Bell = The sub has been successfully notified of this job via text.
 - Hollow black bell = The sub has not yet been notified of this available job.
 - Hollow gray bell with line = The sub has notifications turned off for available jobs and will not be notified of this available job.

Logging Calls & Pushing Alerts

Log Calls, Mark Unavailable, Add Notes, Push Alerts

Not only are you able to get loads of context from the Assign Sub screen, but you can also log calls along with other admins, add notes, marks subs as unavailable, and even push custom alerts. These extra actions can be found in the "three dots" menu to the right of each sub name per job.

Favorite	Name	Primary phone	Qualified	Available	Visible	Notified		
<u> </u>	Cheryl Chase	(555) 000-0099	al	~	0	Ŕ	ASSIGN	
Ċ 🤤	George Costanza	(610) 223-1357	al	~	0	Log Call	ilable	÷
i 💮	Brad Jenson	(610) 555-0239	al	~	0	Notify	шыс	:

Log Calls

Sometimes, admins may need to reach out to subs and speak with them directly to see if they're willing to work with a particular job. When multiple admins are doing this at the same time, Red Rover allows admins to be able log calls and notes on jobs to let others know that the sub has been contacted.

To Log a Call:

- 1. Go to the Assign Screen on an absence in question.
- 2. Click on the "three dots" menu to the right of the sub's name that's been contacted.
- 3. Click LOG CALL



4. In the pop-up window, enter an admin note. If the sub is NOT available to work, check the box for the date, and then click **SAVE**

reaus &	litutes	Log call to George Costanza		
Favorite	Name	Notes		
00	Cheryl Chase	Spoke with George, he's at a doctor's appointment today and is not available to work.	ASSIGN	:
Ċ 🚱	George Costanza	George is not available to work on	ASSIGN	:
•	Brad Jenson	CANCEL	ASSIGN	:

5. After the note is added, you'll see a "note" icon appear next to the sub's name. Click on the note to view it! If you indicate the sub is not available, a non-work day icon will also appear in the **Available** column

Ċ 😔	F	George Costanza	(610) 223-1357	al	\checkmark	~0	٢
Dec 8 @ 8:17 - N Spoke with Geor appointment too work.	like Weism ge, he's at a lay and is n	an a doctor's ot available to	(610) 555-0239	al	~	0	Ŕ

Mark Unavailable

Mark Unavailable

If an admin knows a sub is unavailable but don't need to log a call, they can do so from the "three dots" menu next to the sub on the Assign Sub Screen.

To Mark Unavailable:

- 1. Go to the Assign Screen on an absence in question.
- 2. Click on the "three dots" menu to the right of the sub's name that's been contacted.
- 3. Click MARK UNAVAILABLE



4. In the pop-up menu, check the box for the date(s) of the assignment, then click SAVE.



5. A non-work day icon will also appear in the Available column

Ċ 🎯	F	George Costanza	(610) 223-1357	al		O	۲	ASSIGN
i		Brad Jenson	(610) 555-0239	Unava Decen	n ilable nber 9, 2021 not av	vailable	Ŕ	ASSIGN

Notify (Push Alerts)

Notify (Push Alerts)

Sometimes admins may want to push an extra job notification or alert to subs as a last resort to fill an unfilled job. Red Rover allows you to push up to ten (10) custom notifications to the subs of your choosing for each available job.

If a sub uses the app, they'll receive the custom notification via push notification in the app. If a sub does not use the app, they'll receive the custom notification via text.

To Push a custom Alert or Notify a sub:

- 1. Go to the Assign Screen on an absence in question.
- 2. Click on the "three dots" menu to the right of the sub's name that's been contacted.
- 3. Click NOTIFY



4. Enter a custom message in the pop-up box. You do NOT need to enter the details of the job. Red Rover will automatically append your custom message with the job details! Then press **SEND**.

9 substi	itutes	Contact George Costanza	
Favorite	Name	Message Hey George! We could really use your help today. Please of job. We'll pay you a premier rate!	consider working for this
ů 🌒	Cheryl Chase	Max 140 characters The details of the assignment will be appended after this message	24 characters left
ů 🎯	George Costanza		CANCEL SEND ASSIGN :

5. Within minutes, the sub will receive the custom message on their mobile device.

