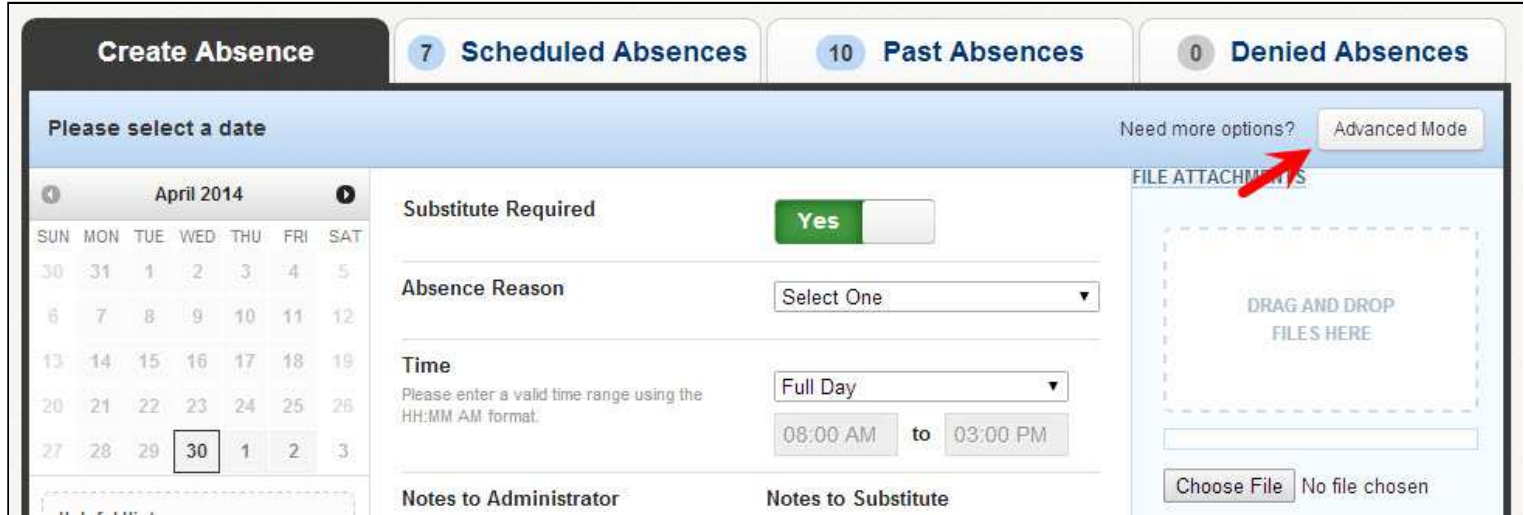


Creating an Advanced Absence

There may be times when you need to create an absence that is a little more complicated. For example, you need to use a personal day for day one of the absence but an illness day for day two of the absence. For situations like this you can use the "Advanced Mode" of absence creation.

In the "Create Absence" tab on the home page, click the **Advanced Mode** button.

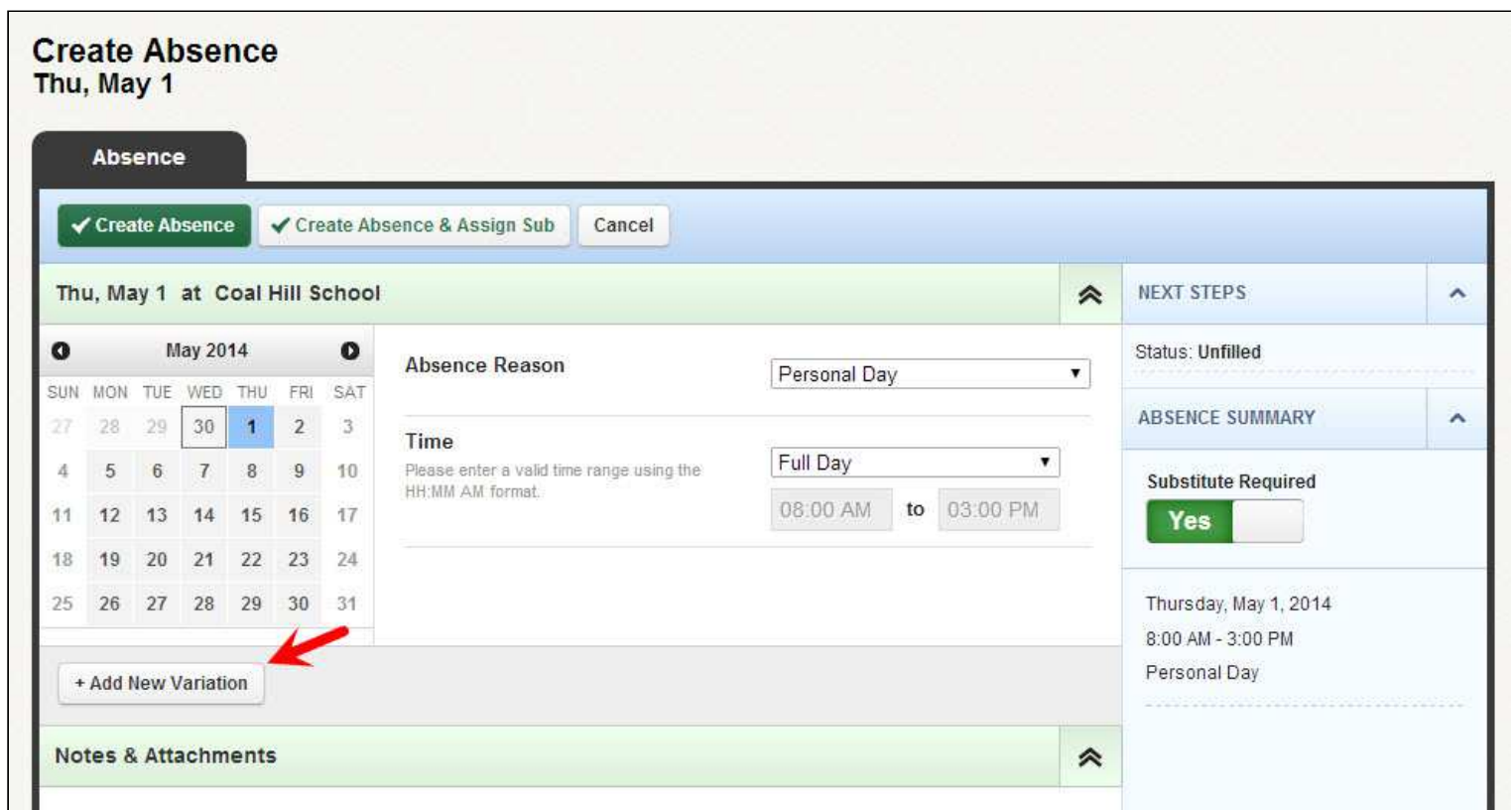


The screenshot shows the 'Create Absence' interface. At the top, there are three tabs: 'Create Absence' (selected), '7 Scheduled Absences', and '10 Past Absences'. To the right, there is a '0 Denied Absences' tab. Below the tabs, there is a 'Please select a date' section with a calendar for April 2014. The calendar shows the 30th and 1st of April. To the right of the calendar, there are several form fields: 'Substitute Required' (Yes), 'Absence Reason' (Select One), 'Time' (Full Day, 08:00 AM to 03:00 PM), and 'Notes to Administrator' and 'Notes to Substitute'. On the far right, there is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. A red arrow points to the 'Advanced Mode' button in the top right corner.

This will open up the absence creation page. Here, you can add absence variations for more advanced absences.

Adding an Absence Variation

Let's say you are creating an absence like the one we described above (a different absence reason on each of two days). While in Advanced Mode, fill out the top section like you were creating an absence just for the first day. Once you have done that click the button **+ Add New Variation**.



The screenshot shows the 'Create Absence' interface for 'Thu, May 1' at 'Coal Hill School'. The interface is divided into several sections. At the top, there are three buttons: 'Create Absence' (checked), 'Create Absence & Assign Sub' (checked), and 'Cancel'. Below the buttons, there is a 'NEXT STEPS' section with 'Status: Unfilled'. The main form area has 'Absence Reason' (Personal Day), 'Time' (Full Day, 08:00 AM to 03:00 PM), and 'Substitute Required' (Yes). Below the form, there is a '+ Add New Variation' button with a red arrow pointing to it. At the bottom, there is a 'Notes & Attachments' section. On the right side, there is an 'ABSENCE SUMMARY' section showing 'Thursday, May 1, 2014', '8:00 AM - 3:00 PM', and 'Personal Day'.

This will expand the absence creation area with a new section called "Variation #2". In this new area, you can enter the information for the second day of the absence. This allows you to use one absence reason for the first day and a completely different absence reason for the second day.

The screenshot displays a web-based interface for creating absences. At the top, there are buttons for 'Create Absence', 'Create Absence & Assign Sub', and 'Cancel'. The main content is divided into two sections, each for a different day of the absence.

Variation #1 - Thu, May 1 at Coal Hill School

- Calendar:** A calendar for May 2014 with the 1st of May highlighted.
- Absence Reason:** A dropdown menu set to 'Personal Day'.
- Time:** A dropdown menu set to 'Full Day', with a time range of 08:00 AM to 03:00 PM. A note below reads: 'Please enter a valid time range using the HH:MM AM format.'
- Buttons:** '+ Add New Variation' and 'Delete This Variation'.

Variation #2 - Fri, May 2 at Coal Hill School

- Calendar:** A calendar for May 2014 with the 2nd of May highlighted.
- Absence Reason:** A dropdown menu set to 'Illness>Personal Illness'.
- Time:** A dropdown menu set to 'Full Day', with a time range of 08:00 AM to 03:00 PM. A note below reads: 'Please enter a valid time range using the HH:MM AM format.'
- Buttons:** '+ Add New Variation' and 'Delete This Variation'.

You can add as many Variations as you want to create the absence the way you need it. Once you have finished adding Variations, you can also add notes and attachments. When you are ready to save the absence, click the **Create Absence** button.