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Absence Management Substitute QuickStart Guide

SIGNING IN

Type aesoponline.com in your web browser’s address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

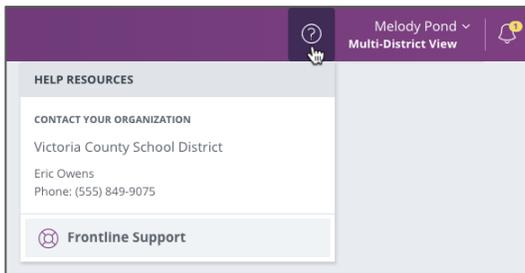
If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

Changing or Recovering Your PIN

You may occasionally need to change or recover your PIN, and this can be done in one of two ways.



The steps to update a PIN remain the same for both standard and multi-district subs.

Change Via "Preferences"

If you are already logged in, you can review and update your PIN via the "Preferences" option in your side navigation.

Select the **Phone Credentials** option and enter a new, 6-digit PIN in the "New PIN" field. You must then re-enter the same 6-digit PIN in the "Confirm New PIN" field for verification purposes.

Once you enter the new PIN, click the **Save Changes** button to update your account.

Phone Credentials

The phone ID and PIN listed below are only used to sign in to the Absence Management phone system as a multiple district substitute.
[Learn More](#) about why you have separate phone sign in credentials.

Phone Login ID: 4845556863

Multi-District Phone PIN: 675837

New PIN:

Confirm New PIN:

Retrieve Via PIN Recovery

If you are unable to log in and view your phone credentials, you can request they be sent to your email from the **Absence Management PIN webpage** (https://www.aesonline.com/forgot_pin.asp).

Pin

Not sure what your ID is? - Try your phone number.

Click 'Email PIN' to have your PIN emailed to you.

Employee Type ▾

Phone

First Name

Last Name

Enter the phone number affiliated with your account and include your first and last name. Then, click the **Email PIN** button.

The system will send a recovery email where you can view your PIN.

Confused about the different between your PIN vs a Frontline ID account? Reference **this article** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/360000913468>) to learn more.

Finding Available Jobs

You can find and accept jobs in a few quick steps!

Click a hyperlink below to jump to that topic:

- **Overview**
- **Locating Your Jobs**
- **Viewing Job-Related Details**
- **Accepting or Rejecting Jobs**

Overview

Absence Management offers both phone and web services. You can call in to the Absence Management system toll-free at **1-800-942-3767** or log in at **aesoponline.com** (<http://www.aesoponline.com>). These options provide the flexibility to proactively search for jobs and fill your schedule the way you want.

The screenshot displays the Absence Management web interface for Victoria County School District. The top navigation bar includes the user name 'Melody Pond' and the view 'Multi-District View'. The main content area features three calendar views for October, November, and December 2016. Below the calendars, there are four tabs: 'Available Jobs' (1), 'Scheduled Jobs' (1), 'Past Jobs' (1), and 'Non Work Days' (0). The 'Available Jobs' tab is active, showing a table with columns for Date, Time, Duration, and Location. A job entry is visible for Robert Banner, Physics Professor, scheduled for Friday, 10/28/2016 to Monday, 10/31/2016, from 6:00 AM to 3:00 PM, at Victoria County Community Schools. The interface also includes a sidebar with navigation icons and a 'Reject' button for the job entry.

Date	Time	Duration	Location
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	Full Day	Victoria County Community Schools

The system sends notifications about available jobs that align with your qualifications. Most employee absences are entered the day before the absence occurs, but employees can also enter their absences further out. Depending on your district's settings, you can discover available jobs that occur days, weeks, or even months in advance.

When a job for which you are qualified and available is entered, the Absence Management system will notify you about the new job over the phone and also via the online application. You can then choose to accept or reject the assignment.

Additional Resources: Finding Available Jobs (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266187>)

Locating Your Jobs

The home page includes two places where you can access a list of jobs for which you are qualified and available to fill. Reference the "Available Jobs" option in the side navigation or locate the "Available Jobs" tab.

Absence Management Victoria County School District Melody Pond
 Multi-District View

November 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 Available Jobs 1 Scheduled Jobs 2 Past Jobs 3 Non Work Days

Date	Time	Duration	Location	Filter
Barker, Bob <input type="button" value="Reject"/> <input type="button" value="Accept"/>				
Thu, 11/21/2019	11:00 AM - 6:00 PM	1 Full Day	Phoenix School District Rohirrim High School	<input type="button" value="Phone"/> <input type="button" value="Location"/>
Barker, Bob <input type="button" value="Reject"/> <input type="button" value="See Details"/>				
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School	<input type="button" value="Phone"/> <input type="button" value="Location"/>

Viewing Job-Related Details

The "Available Jobs" section includes important position details such as the employee name, job location, work times, and more.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

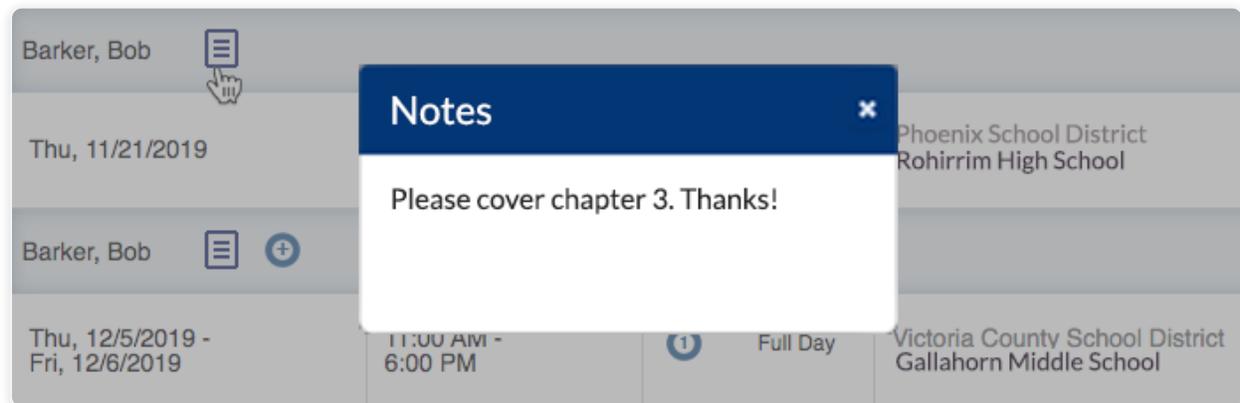
Date	Time	Duration	Location	Filter
Barker, Bob <input type="button" value="Reject"/> <input type="button" value="Accept"/>				
Thu, 11/21/2019	11:00 AM - 6:00 PM	1 Full Day	Phoenix School District Rohirrim High School	<input type="button" value="Phone"/> <input type="button" value="Location"/>
Barker, Bob <input type="button" value="Reject"/> <input type="button" value="See Details"/>				
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School	<input type="button" value="Phone"/> <input type="button" value="Location"/>

» Job Notes

Employees can attach important, job-related notes during the creation of their absence. A paper icon indicates when these notes are provided, and you can select the icon, as needed, to view the job-related details.

Barker, Bob 			
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School
Barker, Bob  			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School

Once selected, a pop-up message will appear.



The screenshot shows the same table as above, but with a dark blue pop-up window titled "Notes" in the center. The pop-up has a close button (an 'x' icon) in the top right corner. The text inside the pop-up reads "Please cover chapter 3. Thanks!". The background table is dimmed.

» Multi-Day Jobs

Some jobs in your list may occur over a period of multiple days, and the system identifies these opportunities with a circle icon that contains a plus inside it.

Barker, Bob 			
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School
Barker, Bob  			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School

Multi-day jobs do not have an "Accept" option that is immediately visible. You will first need to select the **"See Details"** button to view all the job's details, including the option to accept the position.

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date	Time	Duration	Location	Filter			
Barker, Bob 							
							
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School	 			
Barker, Bob  							
							
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School	 			

This selection will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date	Time	Duration	Location	Filter			
Barker, Bob 							
							
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School	 			
Barker, Bob  							
							
Thu, 12/5/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School	 			
Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School	 			

» Phone Number and Map

In each job listing, you can select a **green phone** icon to reference the school's phone number or click the **orange map** icon to open Google maps and review the directions. *A gray icon indicates that the number or map is not available. These availability options are determined by your district.

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date	Time	Duration	Location	Filter			
Barker, Bob				<input type="button" value="Reject"/>		<input type="button" value="Accept"/>	
Thu, 11/21/2019	11:00 AM - 6:00 PM	Full Day	Phoenix School District Rohirrim High School				
Barker, Bob				<input type="button" value="Reject"/>		<input type="button" value="Accept Multi-day"/> <input type="button" value="Hide Details"/>	
Thu, 12/5/2019	11:00 AM - 6:00 PM	Full Day	Victoria County School District Gallahorn Middle School				
Fri, 12/6/2019	11:00 AM - 6:00 PM	Full Day	Victoria County School District Gallahorn Middle School				

Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

» Rejecting a Job

To reject a job, all you have to do is click the **Reject** button beside the listing. The rejection of a job causes it to disappear from your available jobs, and you will not see it again.

Important: Only click the "Reject" button if you are absolutely sure that you do not want this job. You cannot recover a rejected assignment.

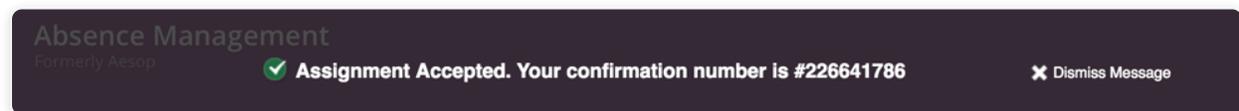


» Accepting a Job

To accept a job, click the green **Accept** button on the right side of the job listing.



Once a job is accepted, you will see a confirmation number at the top of the page. (*If there is a file attached to the absence, you will also see a link to view the attached file.) This pop-up will remain on your screen until you dismiss it. Click the "x" next to "Dismiss Message" to close the confirmation.

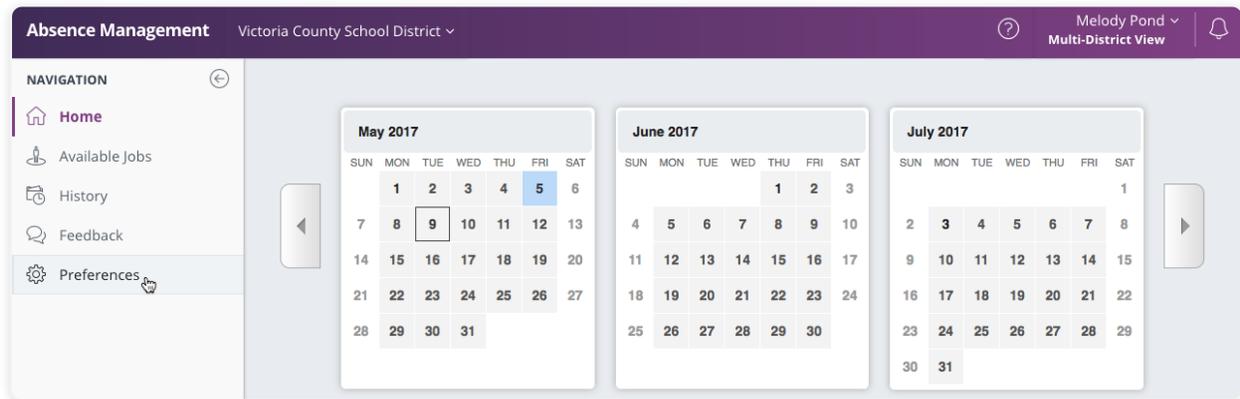


Additional Resources: Accepting Jobs as a Multi-District Sub (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266227>)

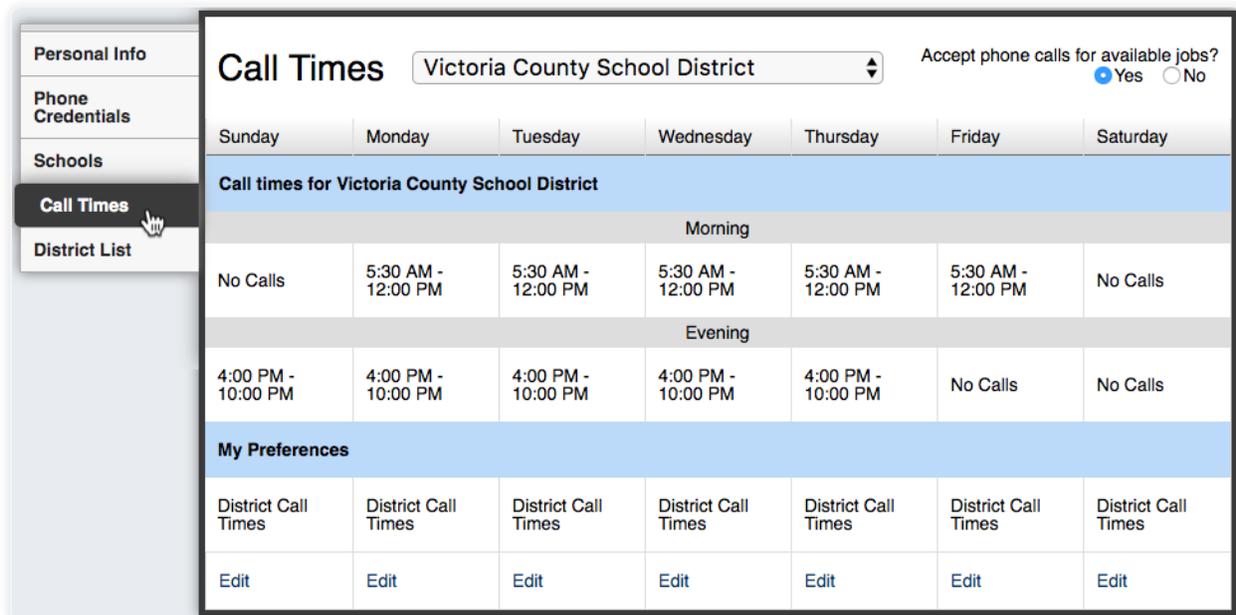
Setting and Changing Call Times

By default, Absence Management calls you for jobs during the time period set up by your school district. You can customize these times or turn off calling altogether.

If you wish to edit your options, simply click the **Preferences** option on the home page.



Now, click **Call Times** in side menu and select a district, if applicable.



Absence Management displays your district's default morning and evening call times. Click the **Edit** button to change your call time settings and edit each day, as needed.

Call Times		Victoria County School District					Accept phone calls for available jobs? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Call times for Victoria County School District								
Morning								
No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls		
Evening								
4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls		
My Preferences								
No Calls	No Calls	No Calls	No Calls	No Calls	No Calls	No Calls		
Edit	Edit	Edit	Edit	Edit	Edit	Edit		

This actions brings up a window where you determine daily call times.

Call Times

Sunday Monday

Call times for Victoria

No Calls 5:30 AM - 12:00 PM

4:00 PM - 10:00 PM 4:00 PM - 10:00 PM

My Preferences

No Calls No C

Edit Edit Edit Edit Edit Edit Edit

Your Call Time Preferences for Sunday ✕

District Call Times

Morning: 5:30 AM to 12:00 PM

Evening: 4:00 PM to 10:00 PM

My Preferences

Don't Call Me

Call me during the district call times

Call me between and

Cancel
Apply To All
Apply only to Sunday

calls for available jobs?
 Yes No

Saturday

No Calls

No Calls

No Calls

No Calls

- **Don't Call Me** - Choose this option for absence management to not call on the selected weekday.

- **Call me during the district call times** - Make this selection to return call times to the district's default setting.
- **Call me between** - Enter the earliest and latest times absence management can send a call notification.

Once you pick your settings, you have two options:

- **Apply to All** - This setting applies these particular settings to every day of the week.
- **Apply only to** - This option only applies your settings to the selected workday.

Turning Off Calling

The system provides two additional call time options in the top right corner of the page. You can either continue to accept incoming calls or disable the feature.

The screenshot shows a settings panel titled "Call Times" for "Victoria County School District". In the top right corner, there is a red-bordered box containing the text "Accept phone calls for available jobs?" with two radio buttons: "Yes" (selected) and "No". Below this, there is a row of tabs for the days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. At the bottom of the panel, there is a blue bar with the text "Call times for Victoria County School District".

Determine your preferences and select the "No" option if you wish to completely turn off calls from absence management.

A pop-up box will appear. click **OK** in the confirmation box to confirm this change.

The screenshot shows a "Confirm" dialog box with a dark blue header. The main text inside the dialog box reads "You will not receive any further phone calls from Victoria County School District". At the bottom right of the dialog box, there are two buttons: "Cancel" and "OK".

This action causes absence management to no longer call with job offers but you can still search for jobs online.

Why Am I Not Receiving Calls for Jobs

Job visibility depends on multiple district-controlled factors. The Absence Management system is designed to reflect these district preferences and to help substitutes proactively search for jobs on the website or over the phone (by calling into the 800 number).

You can always **check for jobs** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266187>) on the website or by calling into (800) 942-3767 (for US substitutes) or (877) 264-6562 (for Canadian substitutes).

Receiving Phone Calls

The system calls substitutes as a last resort to fill a job. These phone calls typically start two evenings prior to the start of a job, and the call offerings will only be sent if you can see the absence as an available job on the website.

Troubleshooting a Lack of Calls

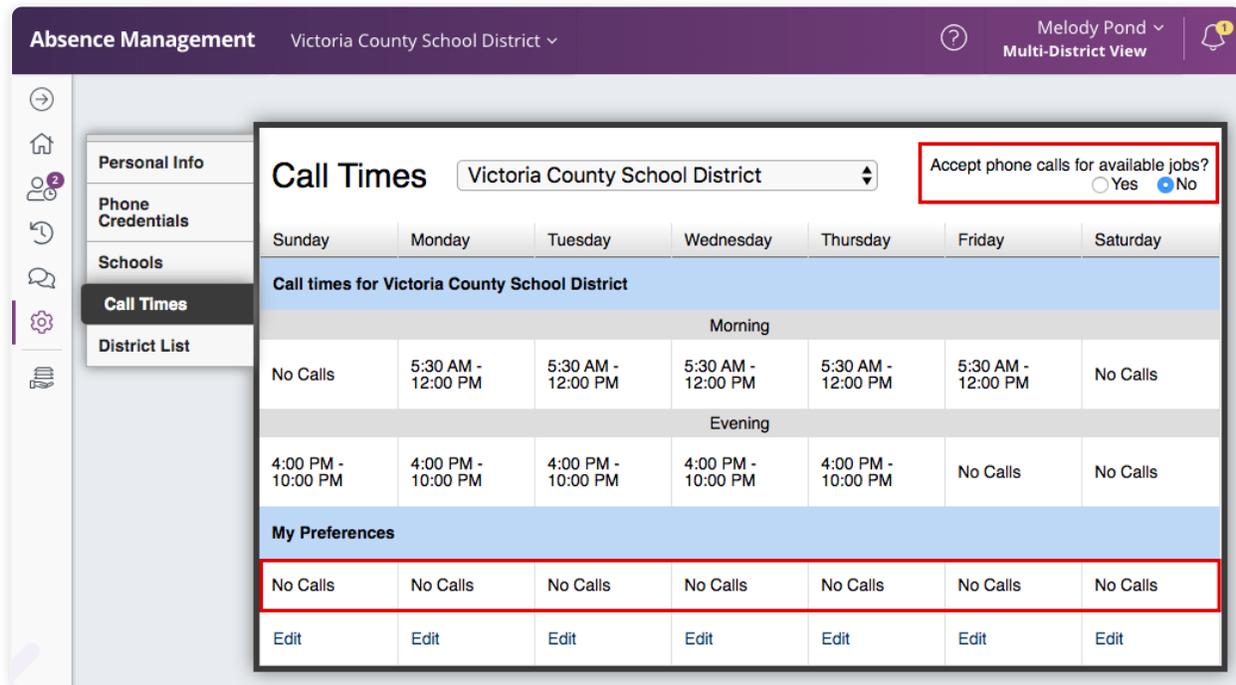
Lack of calls can occur for a few different reasons, but fortunately, you can check a few settings to ensure you maximize your opportunities to receive these calls.

➔ District Availability

As a general rule, keep in mind that a lack of calls may result from an overall lack of available jobs in the district. Even with your settings optimized, the number of available jobs can affect your call frequency.

➔ Manage Call Times

Your call time availability can potentially limit how often the system contacts you. We recommend you review your call time settings by accessing "**Preferences**" and selecting the **Call Times** option.



As depicted in the previous image, this substitute has their phone calling turned off. This is indicated by the "Accept phone calls for available jobs?" radio button selection of "No" and "No Calls" displayed in the "My Preferences" cells.

If you select the "Yes" radio button, corresponding to the "Accept phone calls for available jobs?" field, then, as depicted in the following image, their calling would be turned back on. This is indicated by "District Call Times" displayed in the "My Preferences" cells.

Absence Management Victoria County School District Melody Pond Multi-District View 1

- Personal Info
- Phone Credentials
- Schools
- Call Times**
- District List

Call Times

Victoria County School District

Accept phone calls for available jobs?
 Yes No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District						
Morning						
No Calls	5:30 AM - 12:00 PM	No Calls				
Evening						
4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

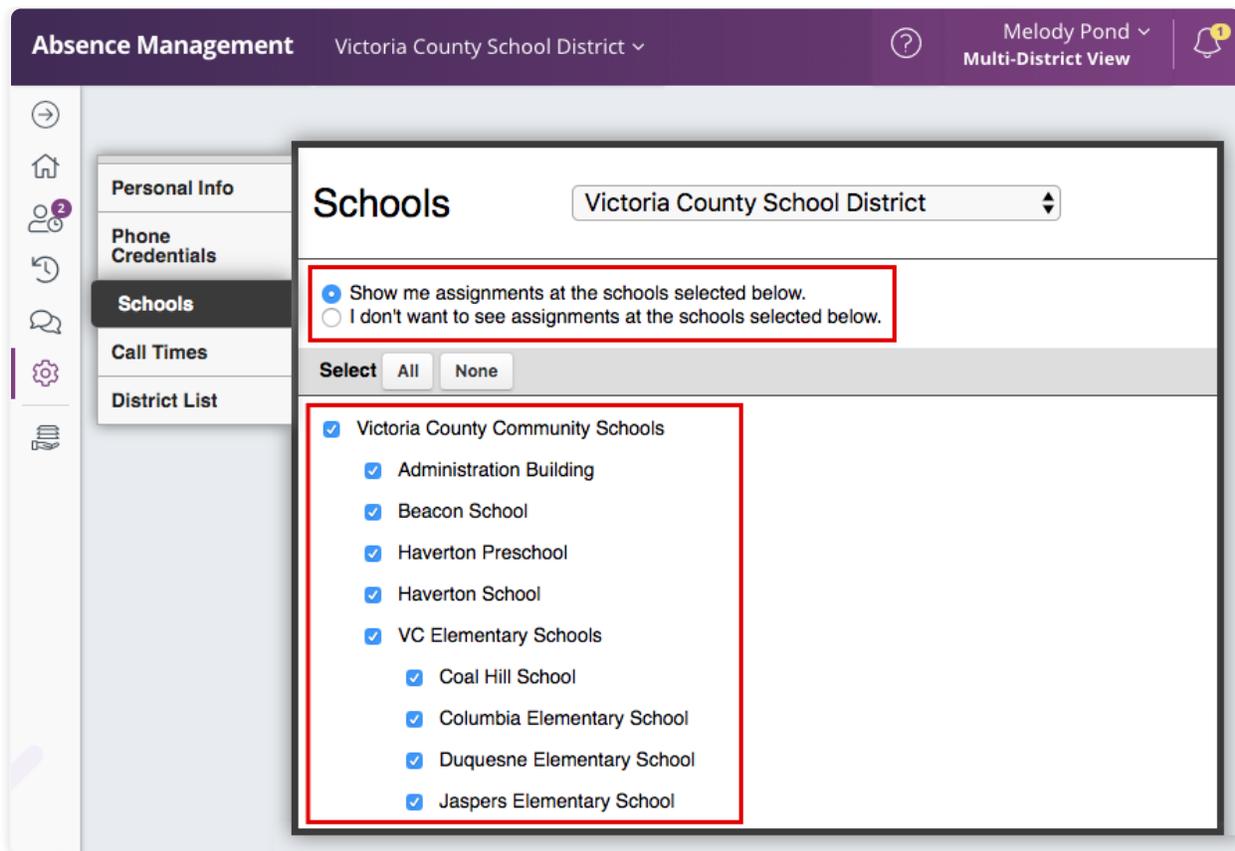
➔ Review School Settings

You can also reference your "Schools" section (found within "Preferences") to ensure your setup allows you to see jobs for multiple locations.

As you view these options, ensure the "Show me assignments at the schools selected below" radio button is selected *and* that the applicable locations are selected.

You will only receive job opportunities at locations that are selected in this list.

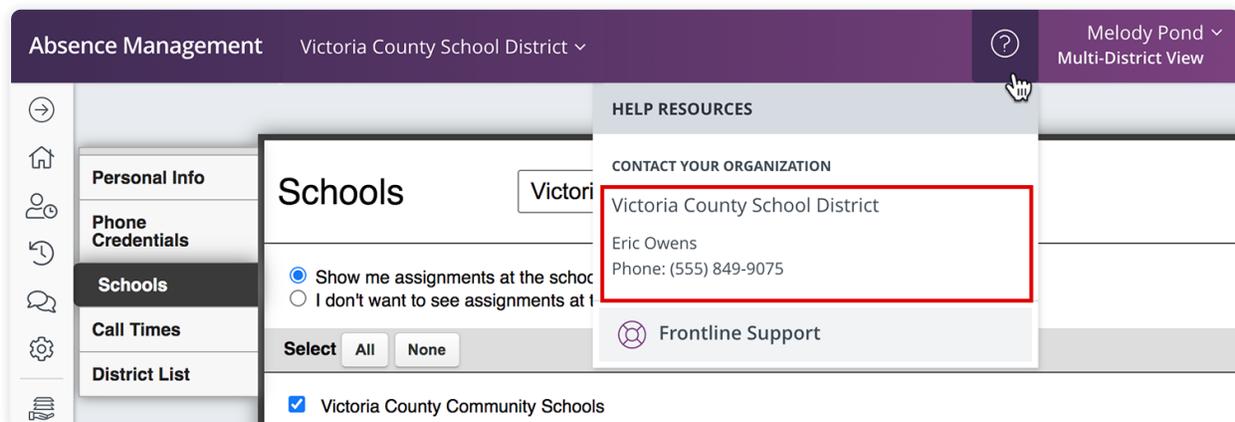
As depicted in the following image, the "Show me assignments" option has been selected and every school is now marked as a Preferred School for the substitute. This means the sub can "see" jobs in every school throughout the district.



➔ Additional Help

If you still do not receive calls, we recommend you contact your District Administrator to determine whether any jobs have been made available. If overarching problems with district visibility have occurred, your District Admin can communicate with Frontline Support to adjust district settings, as needed.

You can contact your District Administrator by selecting the "?" icon in the top right corner of your application. From here, you will find your organization's call options.



Adding and Removing Non-Work Days

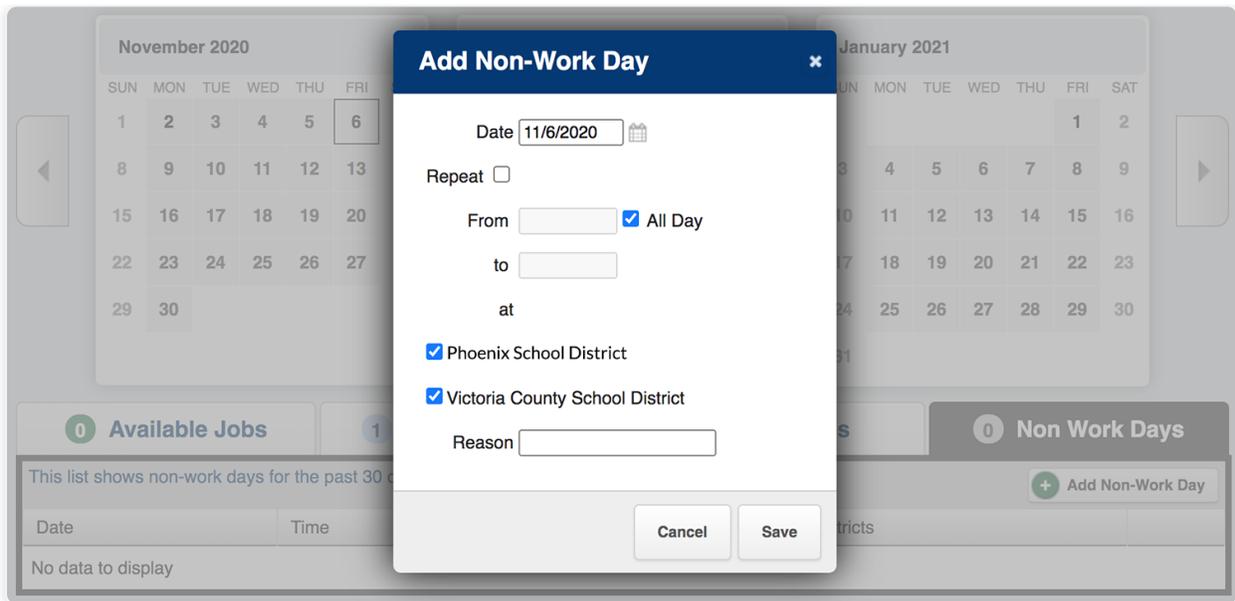
"Non-Work Days" indicate when you are not available to work as a substitute, and they inform the system to *not* offer you jobs on those days.

You can view your current non-work days or make a new entry via the "Non-Work Days" tab on the homepage. *Note, you will see a number on the tab that indicates how many non-work days you have scheduled for the past 30 days, as well as any non-work days scheduled for a future date.

The screenshot shows the 'Absence Management' interface for Victoria County School District. It features three calendar views: November 2020, December 2020, and January 2021. The 'Non Work Days' tab is selected, showing 0 non-work days. Below the tab is a table with columns for Date, Time, Reason, and Districts, which is currently empty.

Date	Time	Reason	Districts
No data to display			

To create a new non-work day, click the **Add Non-Work Day** button. This selection opens a window where you can enter your details.



To create a single Non-Work Day...

Single Non-Work Day	
Date	Type the date into the box or use the calendar icon to select the date.
From/To	Enter the start and end times for when you cannot work. *You must un-check the "All Day" box to edit the times for individual days.
Reason	Enter the reason for your non-work day. (This info is not required.)

Multi-district subs will indicate whether this non-work day applies to one or more of their districts.

Click the **Save** button when you are ready to save the non-work day.

Repeating Non-Work Days

Non-work days can also be scheduled to repeat, as needed. As an example, you may wish to remove your availability for a specific weekday during the upcoming month - i.e. each Tuesday, or you may wish to remove your availability for an extended time period - i.e. today until the end of the month.

When creating the Non-Work Day, you will choose the initial calendar start date and click the checkbox for "Repeat." The system will indicate the day when the Non-Work entry begins and provide an additional calendar box for when the Non-Work days should end.

The screenshot shows the 'Add Non-Work Day' dialog box. The background shows a calendar for November 2020 and January 2021. The dialog box contains the following fields and options:

- Date: 11/16/2020
- Repeat: every day
- Monday:
- Until: 12/14/2020
- From: [empty] All Day
- to: [empty]
- at: [empty]
- Phoenix School District
- Victoria County School District
- Reason: [empty]
- Buttons: Cancel, Save

Choose the "day" option if you want to take a recurring series of days (i.e. day "X" until day "Z"). Or, select the calendar day indicated (i.e. "Monday," etc.) if you only want to take Mondays off for a recurring amount of time.

You can then indicate the start/end times for the non-work day, enter the location(s) where these non-work days apply (if you work as a multi-district sub), and provide an optional reason for the entry.

Remember to click **Save** once you are finished.

Removing a Non-Work Day

If you created a non-work day in error, the entry can be removed via the "Non Work Days" tab.

Keep in mind, you will only see a "Remove" option if your district has enabled this permission. Restrictions may occur due to absence-request timeframes, etc. Please contact your district Administrator for assistance.

If the permission is enabled, click the **Remove** button for the day you want to delete.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. At the top, there are navigation tabs for 'Available Jobs' (0), 'Scheduled Jobs' (1), 'Past Jobs' (1), and 'Non Work Days' (6). The 'Non Work Days' tab is active, displaying a table of non-work days for the past 30 days. The table has columns for Date, Time, Reason, and Districts. Each row includes a red 'Remove' button with a white 'X' icon. A mouse cursor is hovering over the 'Remove' button for the entry on Monday, 11/16/2020. Above the table, there are three calendar views for November 2020, December 2020, and January 2021. The 'Non Work Days' section also includes a '+ Add Non-Work Day' button and a note: 'This list shows non-work days for the past 30 days. View more by clicking the History tab'.

Date	Time	Reason	Districts	
Fri, 11/6/2020	All Day		Phoenix School District	
Mon, 11/16/2020	All Day		Victoria County School District	✕ Remove
Mon, 11/23/2020	All Day		Victoria County School District	✕ Remove
Mon, 11/30/2020	All Day		Victoria County School District	✕ Remove
Mon, 12/7/2020	All Day		Victoria County School District	✕ Remove
Mon, 12/14/2020	All Day		Victoria County School District	✕ Remove

A confirmation box will appear. Click **Remove** to confirm.

0 Available Jobs 1 Scheduled Jobs 1 Past Jobs 6 Non Work Days

This list shows non-work days for the past 30 days. View more by clicking the History tab + Add Non-Work Day

Date	Time		
Fri, 11/6/2020	All Day		
Mon, 11/16/2020	All Day		✕ Remove
Mon, 11/23/2020	All Day		✕ Remove
Mon, 11/30/2020	All Day	Victoria County School District	✕ Remove
Mon, 12/7/2020	All Day	Victoria County School District	✕ Remove
Mon, 12/14/2020	All Day	Victoria County School District	✕ Remove

Remove Non-Work Day ✕

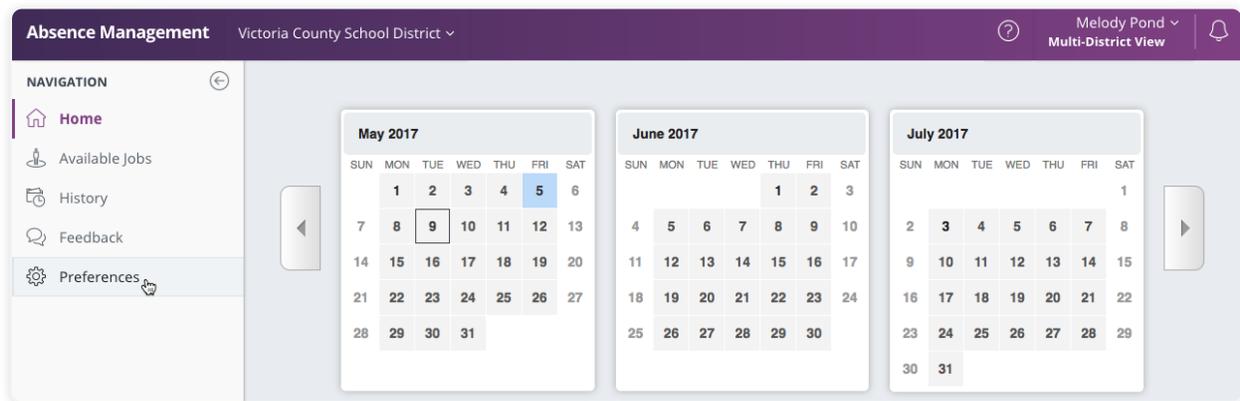
Are you sure you want to remove this day? This action cannot be undone.

Cancel
✕ Remove

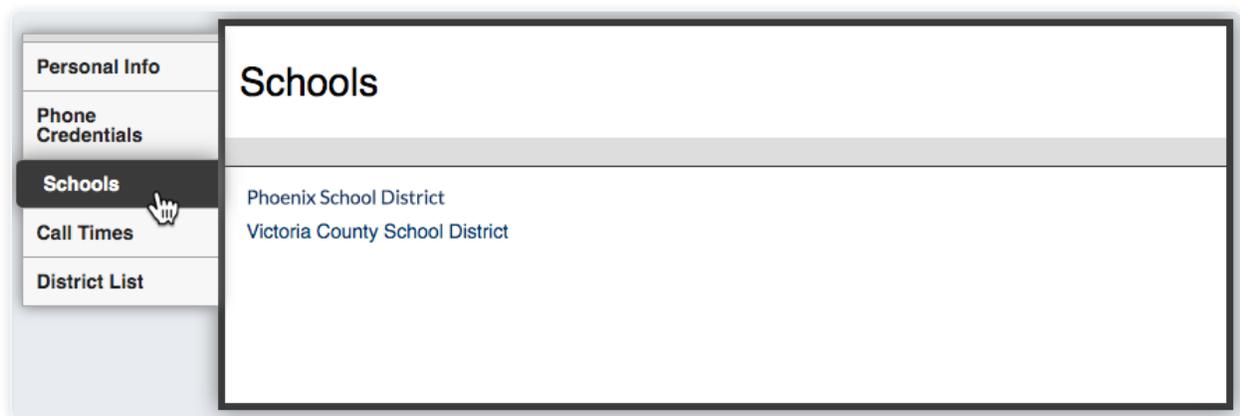
Choosing Preferred Schools

A school preference list identifies the locations within a district where you do and do not want to work. You can manage your list by selecting the **Preferences** option in the side navigation.

New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.



Once you access the Preferences section, select **Schools** in the side bar and choose a district, if applicable.



The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list

indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.

The screenshot shows a web interface for configuring school assignments. On the left is a sidebar with menu items: Personal Info, Phone Credentials, Schools (highlighted), Call Times, and District List. The main panel is titled 'Schools' and has a dropdown menu showing 'Victoria County School District'. Below the dropdown are two radio buttons: the first is selected and says 'Show me assignments at the schools selected below.', the second is unselected and says 'I don't want to see assignments at the schools selected below.'. Below the radio buttons is a 'Select' section with three buttons: 'All', 'None', and 'None'. Underneath is a list of schools with checkboxes: 'Victoria County Community Schools' (checked), 'Administration Building' (checked), 'Beacon School' (checked), 'Haverton Preschool' (checked), and 'Haverton School' (checked). At the top right of the main panel are 'Cancel' and 'Save' buttons.

You can now add or remove the necessary locations.

While you cannot manually remove a district at this time, the location selector allows you to limit locations for a given district. This means you could potentially remove all locations if one district no longer applies. However, please do so with caution as this determines what jobs you can and cannot view.

Click the checkboxes to identify the individual schools that you do or do not want to see (or click the **All** or **None** button to collectively add/remove all the locations in your list).

In the example below, the substitute wants to view all district locations *except* those that occur at elementary schools in the Victoria County district.

Personal Info

Phone Credentials

Schools

Call Times

District List

Schools

Victoria County School District

Cancel Save

Show me assignments at the schools selected below.
 I don't want to see assignments at the schools selected below.

Select All None

- Victoria County Community Schools
 - Administration Building
 - Beacon School
 - Haverton Preschool
 - Haverton School
 - VC Elementary Schools
 - Coal Hill School
 - Columbia Elementary School
 - Duquesne Elementary School
 - Jaspers Elementary School
 - VC High Schools
 - Hamner High School

Once you are finished, click **Save** to record your changes.