Frontline Central

• <u>Getting Started for Staff</u>

Insights Platform Frontline ID & Account

- Welcome to Frontline Education
- <u>How the Insights Platform Works</u>
- Logging into a Frontline Application (with the Insights Platform)
- Insights Platform Popular Questions
- Frontline ID Account and Email Invite
- <u>Guide: Creating a Frontline ID Account</u>
- Verifying Your Frontline ID Account Email
- Acquiring Forgotten Credentials for a Frontline ID Account
- <u>Updating Frontline ID Account Settings</u>
- Frontline Login Credentials (with Platform)
- Merging Multiple Frontline ID Accounts
- Frontline ID Management (Interactive Course)
- Transitioning to the Insights Platform as a Multi-District Sub
- Managing Visibility Options as a Multi-District Sub
- <u>Updating an Expired Password</u>

Frontline Mobile App

- <u>Downloading the Frontline Mobile App</u>
- Employee Resources
 - o <u>Employee Frontline Mobile App</u>
 - <u>QuickStart Guide: Employee Mobile App</u>
 - o Creating an Absence Through the Frontline Mobile App
 - o <u>Clocking in Through the Frontline Mobile App</u>
 - o Submitting Timesheets Through the Frontline Mobile App
- Substitute Resources
 - o <u>Substitute Frontline Mobile App</u>
 - o QuickStart Guide: Substitute Mobile App

Frontline Absence Management

- <u>Absence & Time Overview</u>
- <u>Absence Management Overview</u>
- COVID-19 Webinar
- How Frontline Absence & Time Fills Assignments
- Employee Resources
 - o Employee QuickStart Guide
 - o Employee Basic Training Video
 - o Employee Advanced Training Video

- o <u>Changing or Recovering an Employee PIN</u>
- Substitute Resources
 - o <u>Substitute QuickStart Guide</u>
 - o <u>Substitute Basic Training Video</u>
 - <u>A Phone Call from Absence Management</u>
 - o <u>Substitute Advanced Training Video</u>
 - <u>Choosing Preferred Schools</u>
 - Changing or Recovering a Substitute PIN

Time & Attendance

- <u>Time & Attendance Overview</u>
- <u>Contracted Hours Course</u>
- Absence & Time Overview
- Journey of a Timesheet
- Accessing Time and Attendance
- Employees & Sub Resources
 - <u>Clocking in Through the Web Clock</u>
 - Using the Timesheet
 - Using a Time and Attendance Kiosk
 - o Adding Timesheets for Additional Hours Worked