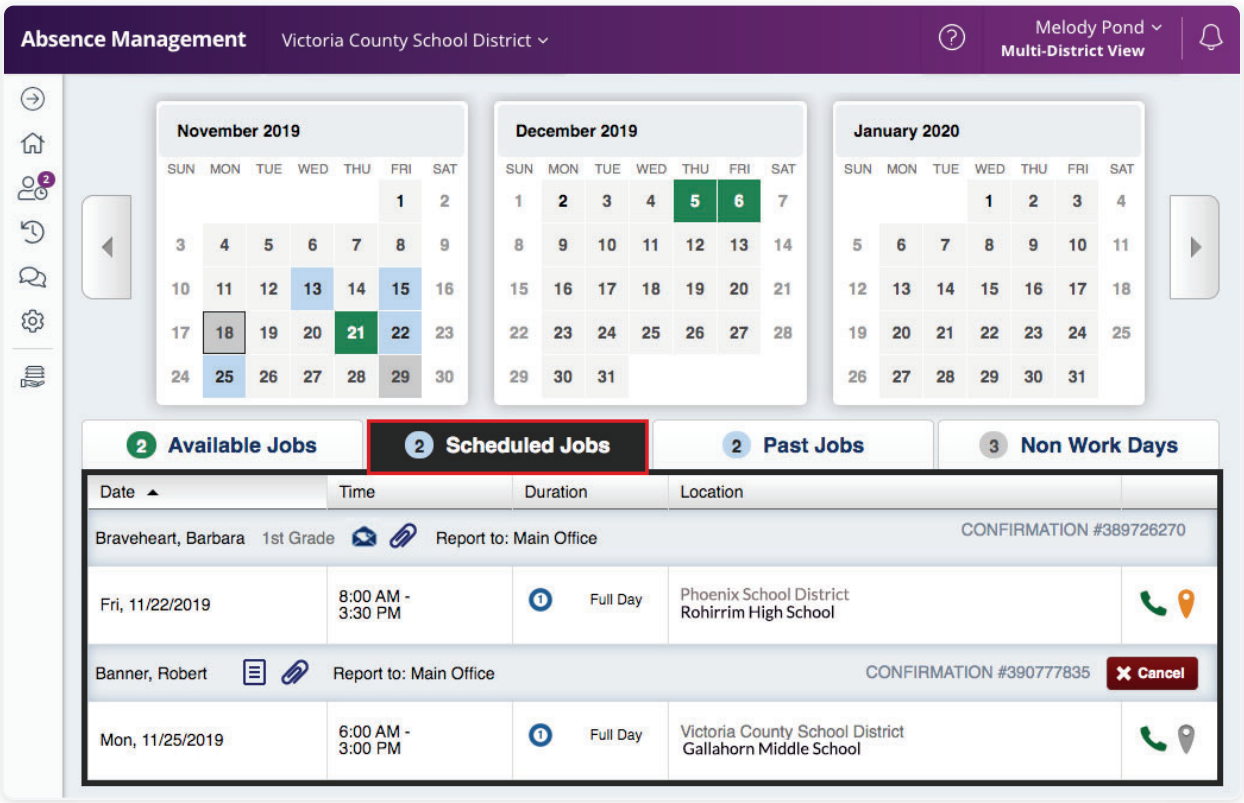
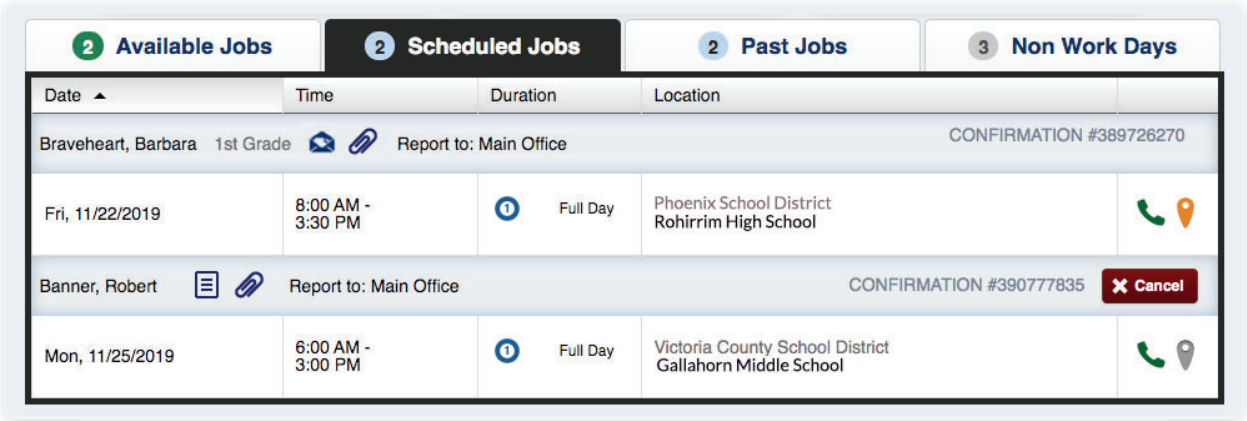
Viewing and Managing Scheduled Jobs

You can reference your accepted jobs via the "Scheduled Jobs" tab on the homepage. This tab indicates the number of accepted jobs and includes important assignment details.

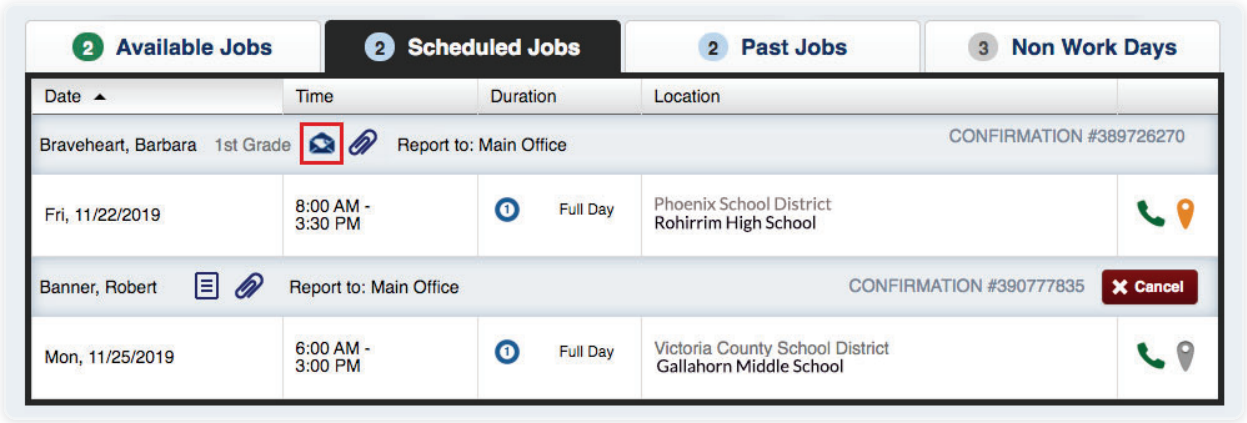


Once selected, you can review a variety of important absence details. These include the employee's name and title, the time of the absence, the duration, and the location of each job. You can also reference the job's confirmation number and select the phone and map icons for contact and navigation details.



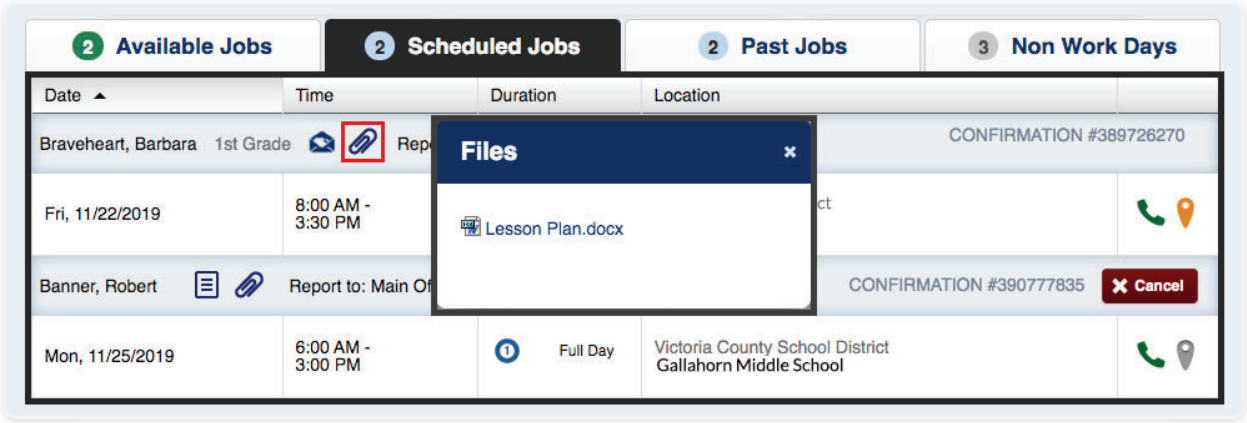
Email the Employee

If you have been given the permission to email employees, you may see a blue envelope icon in the job info. This link will open the email client on your computer and pre-fill the employee's email address.



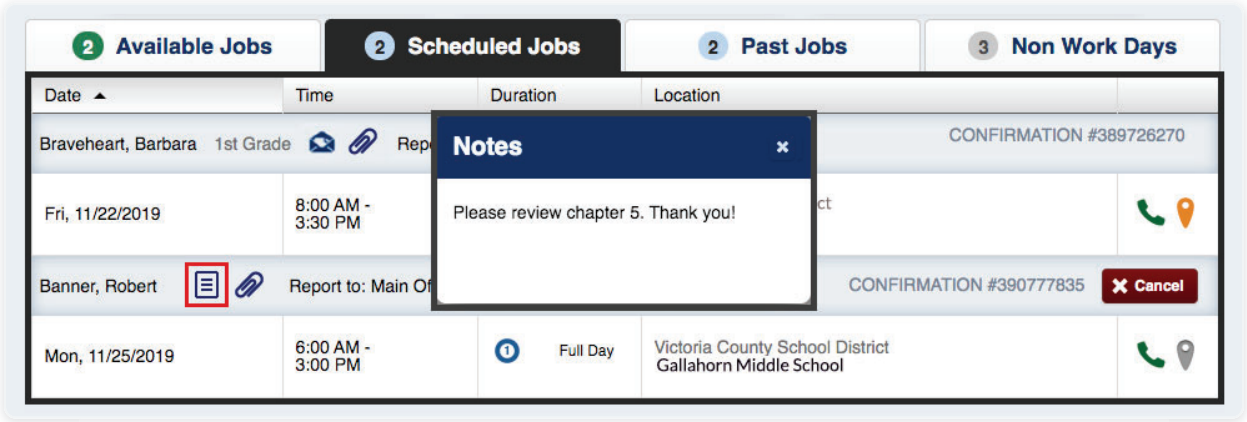
Attachments

To view the attachment, click the paperclip icon. This will open a pop-up window with the attachment(s) listed. Click the **attachment icon** to open it.



Notes

The creator of the absence may also attach a note, and you can view its contents by selecting the paper icon.

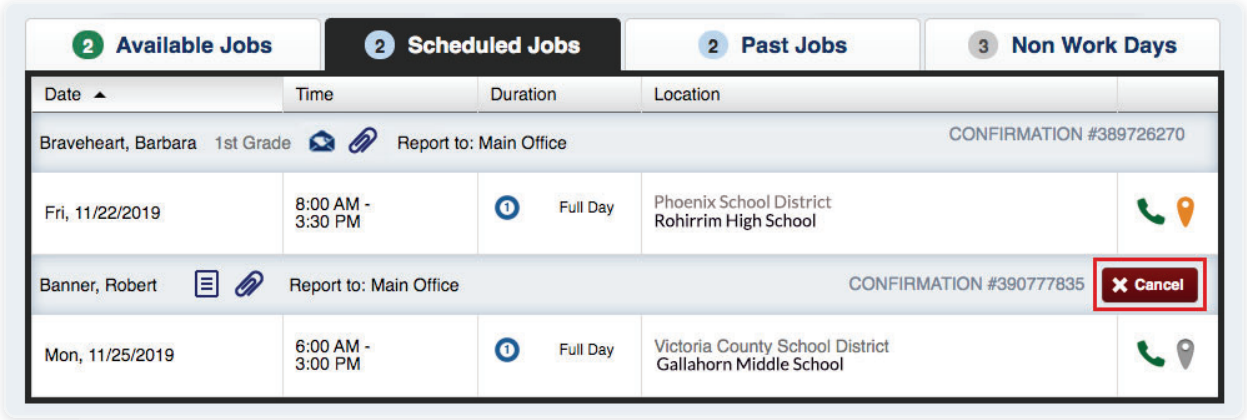


Cancelling a Job

Depending on the permissions given to you in Absence Management, you may be able to cancel a job after you have accepted it.

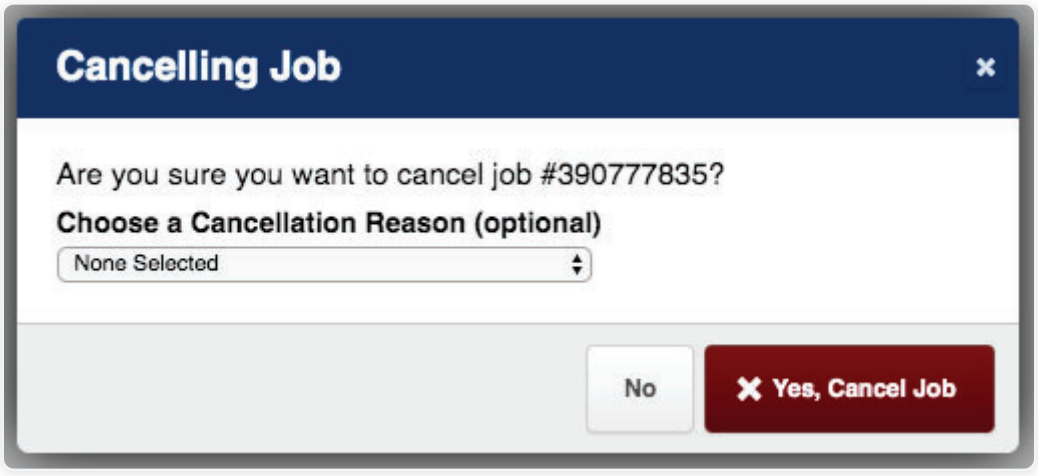
Not all absences will have the option to cancel. (These restrictions might occur if a job is too close to its start time, etc.) If you *can* cancel a job, you will see a red "Cancel" button. Please contact your District Administrator if you require assistance.

In the following example, take note how one job includes the option to cancel while the other does not.



When you click "Cancel", a pop-up window will prompt you to confirm the cancellation and to provide an optional reason for your decision. Choose a reason from the dropdown, if desired, and click **Yes, Cancel Job** to confirm.

A job cannot be recovered once it has been cancelled. Please ensure you do not want the job prior to completing this process.



Once this selection is made, a pop-up message will confirm that the absence has been successfully cancelled. Click "**x**" to dismiss the pop-up.