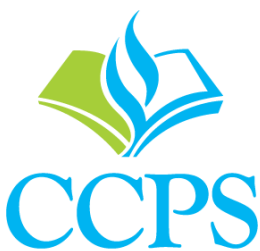


Absence Management - Access Absence Interactive Reports for School Staff



1 Navigate to <https://absenceadminweb.frontlineeducation.com/>

2 Click "Reports"

NAVIGATION

Dashboard

Daily Report

Create Absence

Find Substitute

Absences

Reports

Settings

Summary for: 08/14/2024

< Today >

☒ Absence

All Schools

Schools

All Employee Type(s)

Total
6

Unfilled
0
[0%]

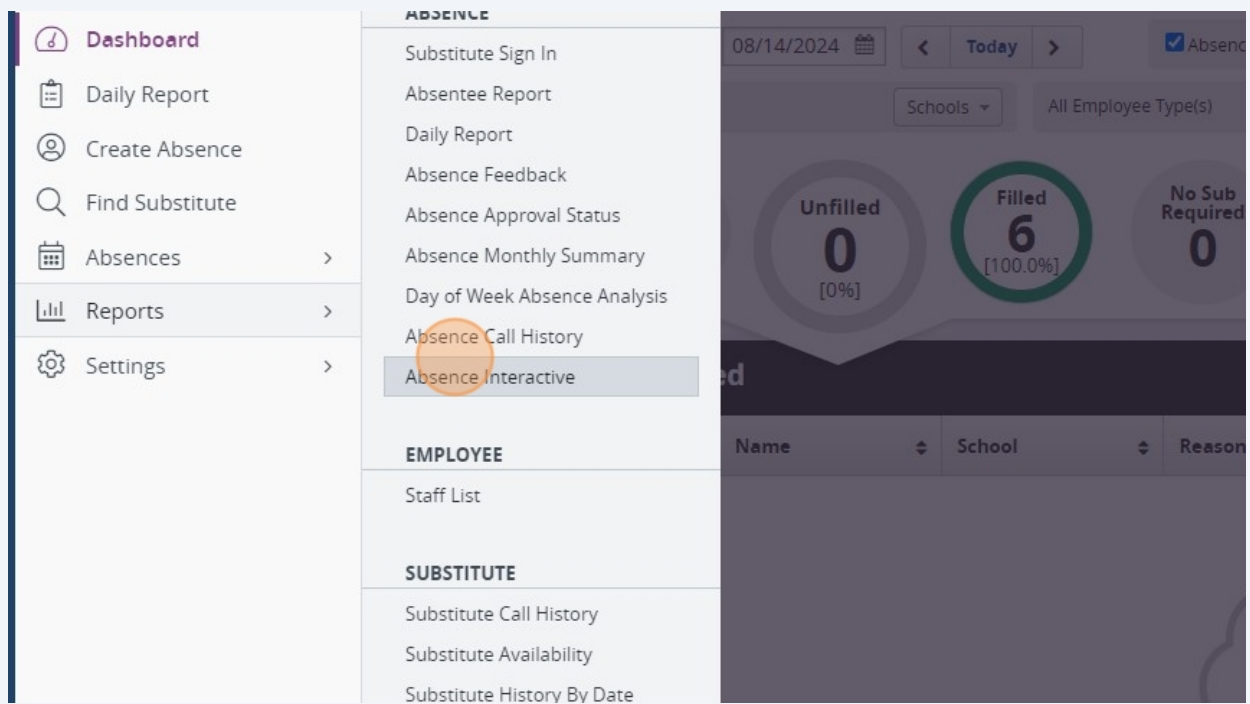
Filled
6
[100.0%]

No Sub
Required
0

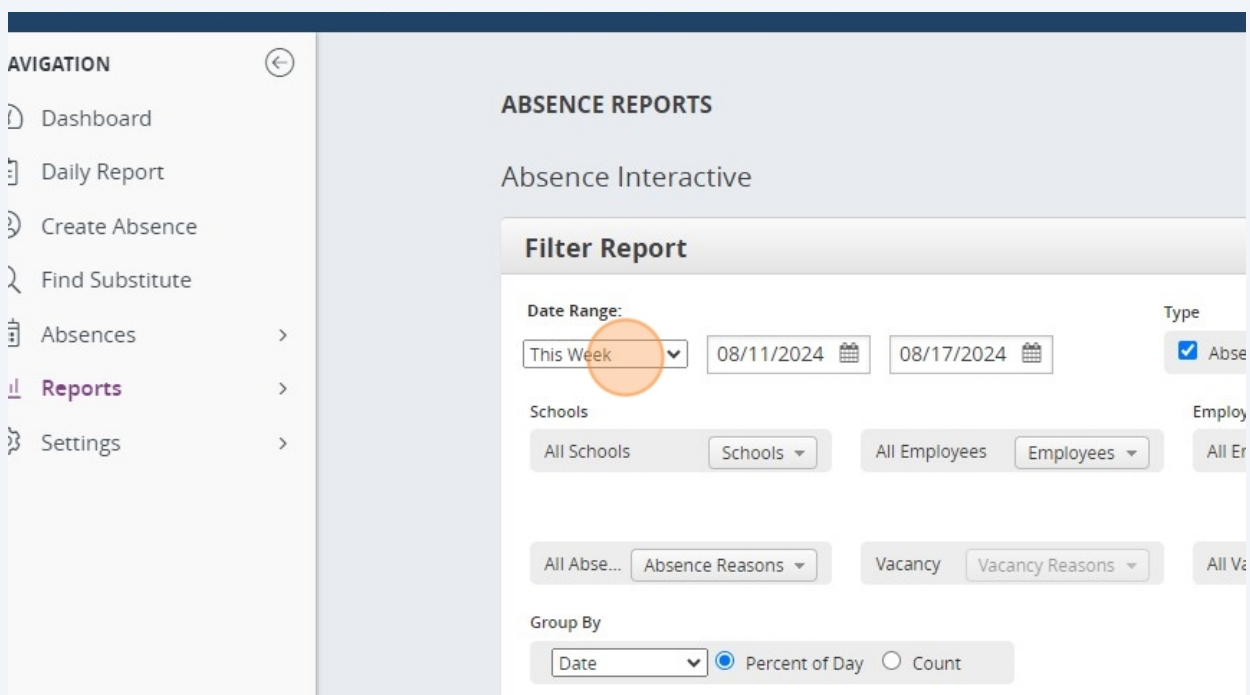
0 Unfilled

Conf #	Name	School	Reason
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3 Click "Absence Interactive"



4 Select your date range. Choose from this week, this month, or a custom range.



5 Click and remove the "Vacancies" field.

TS

Select a Report

Active

08/13/2024

Type

☒ Absences ☒ Vacancies

☒ Filled ☒ Unfilled ☒ Sub Not Needed

Employee Types

Schools

All Emplo...

All Substitutes

Force Reasons

All Vacanc...

☒ Percent of Day ☐ Count

6 Click "Employees," and identify the employee you want to search for.

Absence Interactive

Filter Report

Date Range:

Custom

Type

☒ Absences ☐ Vacancies

☒ Filled ☒ Unfilled ☒ Subst

Schools

EL - Corkscrew Ele...

All Employees

Employee Types

All Emplo...

All Substitutes

All Abse...

Vacancy

All Vacanc...

Group By

Date ☐ Count

7 You can also search by specific employee types.

This screenshot shows the search filter interface. At the top, there are date pickers for '4' and '12/31/2024'. Below these, the 'Type' section includes checkboxes for 'Absences' (checked), 'Vacancies' (unchecked), 'Filled' (checked), 'Unfilled' (checked), and 'Sub Not Needed' (checked). The 'Employee Types' section features a dropdown menu currently set to 'Employee Types', which is highlighted with an orange circle. Other filters include 'Anderson, Ame...' with an 'Employees' dropdown, 'All Emplo...' with an 'Employee Types' dropdown, 'All Substitutes' with a 'Substitutes' dropdown, 'Vacancy' with a 'Vacancy Reasons' dropdown, and 'All Vacanc...' with a 'Vacancy Profiles' dropdown. At the bottom left, there are radio buttons for 'of Day' and 'Count'. A 'Reset Filters' button is located at the bottom right.

8 Click "Search"

This screenshot shows the search results page. On the left is a 'Settings' sidebar. The main content area displays a table with columns for 'Schools', 'Employee', and 'Absence'. The first row shows 'EL - Corkscrew Ele...' under Schools, 'Anderson, Ame...' under Employee, and 'All' under Absence. Below the table, there are filters for 'All Abse...' with an 'Absence Reasons' dropdown, and 'Vacancy' with a 'Vacancy Reasons' dropdown. The 'Group By' section has a dropdown set to 'Date' and radio buttons for 'Percent of Day' (selected) and 'Count'. The 'Search' button, which has a magnifying glass icon, is highlighted with an orange circle. Next to it is a 'Print' button with a printer icon. Below these buttons is a search bar containing 'EL - Corkscrew Elementary School (CES)' with a close button. At the bottom, a dark banner reads 'Absence Interactive', and the text 'To begin, please pe' is visible at the bottom right.