

Finding Available Jobs

absence-help.frontlineeducation.com/hc/en-us/articles/115003266187-finding-accepting-available-jobs

In absence management, finding and accepting available jobs is as easy as pie! From your home page, there are two places you can click to access a list of jobs that you are qualified and available to fill. Available jobs will show up in the side navigation under "Available Jobs" and on the **Available Jobs** tab.

The screenshot shows the 'Absence Management' interface for Victoria County School District. At the top, there's a navigation bar with the user's name 'Melody Pond' and 'Multi-District View'. Below this, there are three calendar views for October, November, and December 2016. A red box highlights the 'Available Jobs' tab in the side navigation. 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 selected, showing a table with columns for Date, Time, Duration, and Location. The table contains one job entry for Robert Banner, Physics Professor, scheduled from Friday, 10/28/2016 to Monday, 10/31/2016, from 6:00 AM to 3:00 PM, for a Full Day at Victoria County Community Schools. There are 'Reject' and 'See Details' buttons for this job.

The fastest way to find jobs is the "Available Jobs" section on the home page below the calendar. Here, you'll see a list of jobs that you are qualified and available to accept.

Viewing the Job Details

All the important job details are here, like the name of the employee you will be subbing for, the location of the job, the date and time of the job, and more.

This is a close-up of the job details table from the previous screenshot. It shows the following information:




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

Additional details include the employee name 'Banner, Robert', title 'Physics Professor', and buttons for 'Reject' and 'See Details'.

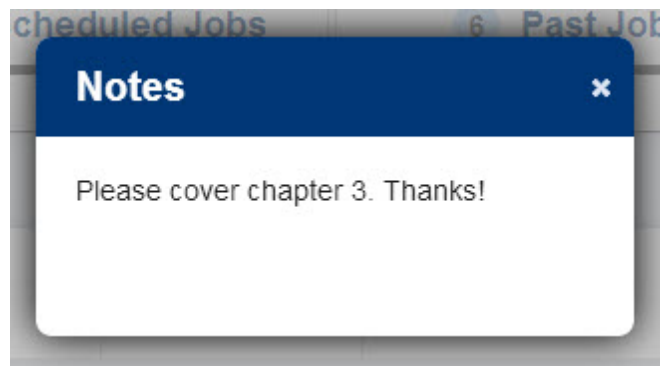
There are other details about the job (notes, attachments, and multi-day jobs) that will show here too.

View the Job's Notes

The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the **icon** to view the notes.




1 Available Jobs		1 Scheduled Jobs	
Date	Time	Duration	
Banner, Robert Physics Professor			
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM		Full Day

The notes for this job will pop up for you to view. To exit the notes, click the **X** in the top right corner of the pop-up.








Multi-Day Jobs

Some jobs in your available jobs list may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it.

1 Available Jobs		1 Scheduled Jobs	
Date	Time	Duration	
Banner, Robert Physics Professor			
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM		Full Day

On multi-day jobs, you won't see an "Accept" button right away. To view the individual days, click the **See Details** button.

1 Available Jobs		1 Scheduled Jobs		1 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location				
Banner, Robert Physics Professor							
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	 Full Day	Victoria County Community Schools				

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

1 Available Jobs		1 Scheduled Jobs		1 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location				
Banner, Robert Physics Professor				✖ Reject ✔ Accept Multi-day 🏠 Hide Details			
Fri, 10/28/2016	6:00 AM - 3:00 PM	① Full Day	Victoria County Community Schools	📞 📍			
Mon, 10/31/2016	6:00 AM - 3:00 PM	① Full Day	Victoria County Community Schools	📞 📍			

Phone Number and Map

In each job listing, there will be an icon for the school's phone number as well as a map to the school.

Click on the **green phone icon** to have the school's phone number pop up. If the icon is gray, that means the school's phone number is not available.

Banner, Robert Physics Professor				✖ Reject ✔ Accept Multi-day 🏠 Hide Details			
Date	Time	Duration	Location				
Fri, 10/28/2016	6:00 AM - 3:00 PM	① Full Day	Victoria County Community Schools	📞 📍			
Mon, 10/31/2016	6:00 AM - 3:00 PM	① Full Day	Victoria County Community Schools	📞 📍			

Click the **orange map icon** to open Google Maps with directions to the school's location.

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 on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

Accepting a Job

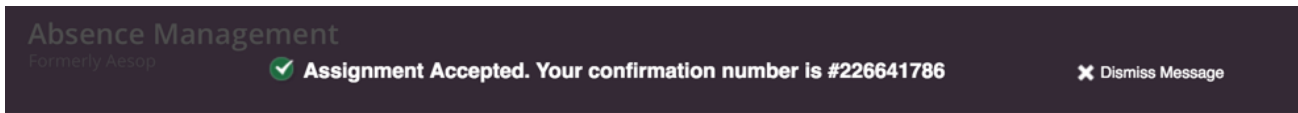
To accept a job click the green **Accept** button on the right side of the job listing.



Once you have accepted the job, you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence, you will also see a



link to view the attached file. This pop-up will stay on your screen until you dismiss it. Dismiss it by clicking the **x** next to "Dismiss Message".

A dark grey notification banner with white text. On the left, it says "Absence Management" in a larger font, with "Formerly Aesop" in a smaller font below it. In the center, there is a green checkmark icon followed by the text "Assignment Accepted. Your confirmation number is #226641786". On the right side, there is a white "x" icon followed by the text "Dismiss Message".

Absence Management
Formerly Aesop

✔ Assignment Accepted. Your confirmation number is #226641786

✕ Dismiss Message

© Copyright 2017 Frontline Education