

Managing Your Favorite Five Substitutes

 absence-help.frontlineeducation.com/hc/en-us/articles/115003266027-Managing-Your-Favorite-Five-Substitutes

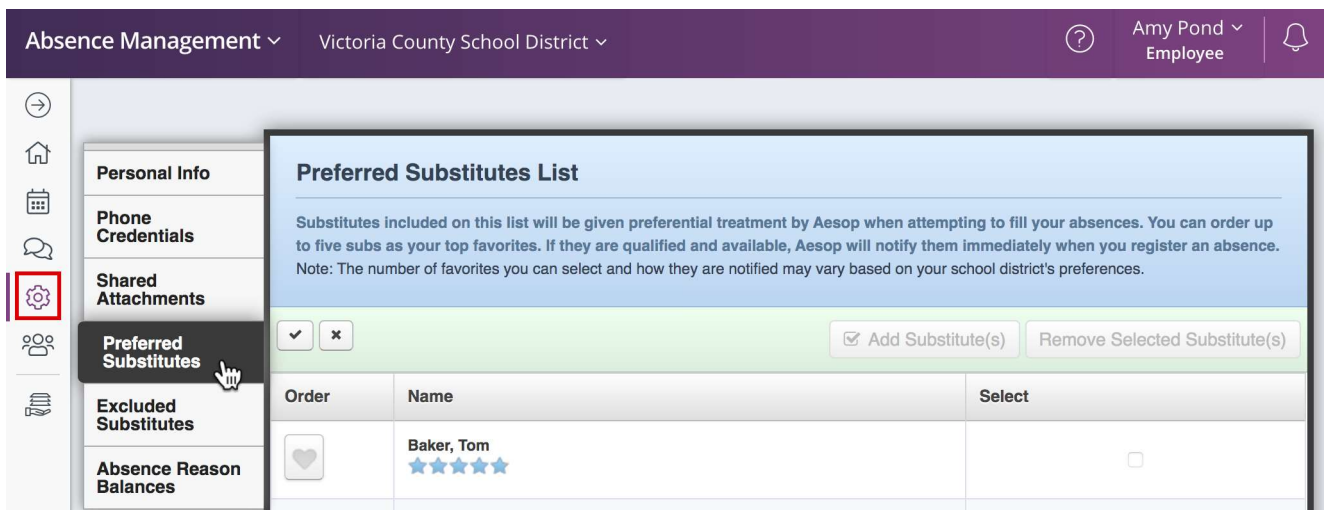
Once you have added a number of substitutes to your Preferred Substitutes list, you can select up to five to be your "Favorite Five."

The Favorite Five will have even more of an advantage when attempting to fill your absences.


Substitutes that are marked as favorites (and who are considered "qualified and available" at the time the absence is created) will be notified instantly by email when you create an absence that needs a substitute. The system will also call the Favorite Five subs during the next evening's call period, up to 120 nights before the absence.

Choosing Favorite Substitutes







To mark someone as a favorite, you will need to reference the "Preferred Substitutes" tab. This can be accessed via the "Account" option in your application's side navigation.



The screenshot shows the Absence Management interface for Victoria County School District. The user is Amy Pond, an Employee. The side navigation menu is open, and the "Preferred Substitutes" tab is selected. The main content area displays the "Preferred Substitutes List" with a table of substitutes.

Order	Name	Select
	Baker, Tom ★★★★★	<input type="checkbox"/>

Once opened, simply click the heart icon beside the substitute in question. The heart will turn red, indicating that this substitute has been added to your Favorite Five list.

Order	Name	Select
  1	Barker, Bob ★★★★★	<input type="checkbox"/>
	Baker, Tom ★★★★★	<input type="checkbox"/>
	Chan, Alice ★★★★★★	<input type="checkbox"/>
	Kenobi, Ben ★★★★★	<input type="checkbox"/>
	Pond, Melody ★★★★★	<input type="checkbox"/>

☒ ☐
☒ Add Substitute(s)

The order of your Favorite Five subs determines the order in which the system will attempt to contact them when making calls.

With this in mind, you can drag a name up or down in the list (as shown below).

☒ ☐
☒ Add Substitute(s)

Order	Name	Select
  1	Barker, Bob ★★★★★	<input type="checkbox"/>
  2	Chan, Alice ★★★★★	<input type="checkbox"/>
  3	Kenobi, Ben ★★★★★	<input type="checkbox"/>
  4	Pond, Melody ★★★★★	<input type="checkbox"/>
	Baker, Tom ★★★★★	<input type="checkbox"/>

Once you are finished, click the **Check Mark** button to save your changes.

<div> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> Add Substitute(s) Remove Selected Substitute(s) </div>		
Order	Name	Select
<div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div> <div> <div>1</div> <div> <div></div> <div></div> </div> </div>	Pond, Melody ★★★★★	<input type="checkbox"/>
<div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div> <div> <div>3</div> <div> <div></div> <div></div> </div> </div>	Kenobi, Ben ★★★★★	<input type="checkbox"/>

Removing Substitutes from Favorites

To remove a substitute from your Favorite Five list, click the check box beside the substitute you want to remove. The **Remove Selected Substitute(s)** button will appear, and you can select it to remove the sub in question.

<div> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> Add Substitute(s) Remove Selected Substitute(s) </div>		
Order	Name	Select
<div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> </div>	Baker, Tom ★★★★★	<input type="checkbox"/>
<div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> </div>	Barker, Bob ★★★★★	<input checked="" type="checkbox"/>
<div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> </div>	Chan, Alice ★★★★★	<input type="checkbox"/>

That's it! Now you have your Favorite Five list set up and ready to go.