

# Applying Absence/Vacancy Files to Your Location

 [absence-help.frontlineeducation.com/hc/en-us/articles/360034333013-Applying-Absence-Vacancy-Files-to-Your-Location](https://absence-help.frontlineeducation.com/hc/en-us/articles/360034333013-Applying-Absence-Vacancy-Files-to-Your-Location)

Administrators and employees can use the Absence Management system to automatically relay important location details to substitutes. These details include parking information, prohibited items, itineraries, secret maps to the gold city of Eldorado, etc.

To manage this setup, Administrators will attach their location details directly to an organization-specific location via the Absence Management application, and these details in turn become attached to an absence or vacancy that substitutes can view. (In other words, an Admin will upload a file, and the system will add it to each absence/vacancy. It's that easy!)

## Uploading Files

To attach this documentation, an Administrator will need to access the "Shared Files" section of the application.

Settings > Shared Files

On the "Shared Files" page, Admins will see any location(s) that they have been granted to view. They can then select a specific organization from the list.



Select a School

Select a School

Search:

▼ **Phoenix Insights School District** 3

- Phoenix Insights Elementary
- Phoenix Insights High School
- Phoenix Insights Middle School

Once an organization is selected, Admins can drag a file directly from their file-explorer application, or they can select the "Choose a file" button to select the file they want to upload.

Keep in mind, you must attach a file less than 600 KB and format it as one of the following: .doc, .docx, .pdf, .xlsx, .ppt, or .pptx.

SCHOOL SETTINGS

Select a SchoolPhoenix Insights High School

Phoenix Insights High School

General Information

Time Settings

Preferred Substitutes

Excluded Substitutes

Shared Files

Shared Attachments


Number of Files: 0

Upload File

Files must be in .doc,.docx,.pdf,.xls.xlsx,.ppt,.pptx and less than 600kb

DRAG AND DROP FILES HERE

Choose a file

File	Description	Active From	Active To	Actions
<div><p>Get started by adding some files</p></div>				

Save Changes

## Pro Tip

We recommend that you avoid using special characters in the title of a file during an upload. These special characters can interfere with the system's ability to open the attachment at a later time.

**Special character examples include:**

Comma	(,)
Tilde	(~)
Number Sign	(#)
Percent	(%)
Ampersand	(&)
Asterisk	(*)

Special character examples include:

Braces	{ }
Backslash	\
Colon	:
Angle Brackets	< >
Question Mark	?
Slash	/
Pipe	
Quotation Marks	" "

Once an upload is complete, the system will list the document in the section that appears below the Upload File prompt.

From here, an Administrator can include a description and active date range. (The description appears on the absence/vacancy, and the date range determines how long the substitutes can view the attachment.)

SCHOOL SETTINGS

Select a SchoolPhoenix Insights High School

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Number of Files: 1

Upload File

Files must be in .doc,.docx,.pdf,.xls.xlsx,  
.ppt,.pptx and less than 600kb

DRAG AND DROP  
FILES HERE

Choose a file

File	Description	Active From	Active To	Actions
 Substitute Handbook.pdf				

Save Changes

When ready, click **Save Changes** to complete the process.

Admins can upload multiple files at once if they consecutively click the "Choose a File" button, or they can drag and drop multiple files into the space provided on the page.

Once the changes are saved, an Admin can edit the description or active from/to boxes, as needed. The Trash Can button can also be selected under the Actions column if an attachment needs to be deleted. (Just remember to click **Save Changes** following any edits to existing files.)

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Number of Files: 1

Upload File

Files must be in .doc,.docx,.pdf,.xls,xlsx,.ppt,.pptx and less than 600kb

DRAG AND DROP FILES HERE

Choose a file

File	Description	Active From	Active To	Actions
 Substitute Handbook.pdf	<input type="text" value="Handbook - Please Read"/>	08/01/2019 	06/30/2020 	

Save Changes

The uploaded file will then appear under the "Related Files" section within an absence that is affiliated with the organization you previously selected.

#### File Attachments

DRAG AND DROP FILES HERE

Choose a file

#### Uploaded Files

No Uploaded Files

#### Related Files

 Substitute Handbook.pdf  
Handbook - Please Read

And there you have it! You are now an upload master!