

# Setting Up a School's Preferred Substitutes List (Prefer & Exclude Subs)

A school's "Preferred Substitutes" page allows you to designate preferred and excluded substitutes that are specific to that location.

Master Data > School > Preferred Substitutes

## Getting to Know the Preferred Substitute Page

From a school's profile, click the **Preferred Substitutes** tab.



\*The settings here only apply to a substitute's access to this school or schools/teachers grouped under this selected school.

General Information

Configuration Settings

Absence Reasons

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Reports

[Select Another School](#) | [Add School](#)

**School: Vanderbilt High School**  
**Phone #: (610) 555-1234**

**Substitute List**

Calling Sequence:  
☒ In The Call Order Specified Below ([reorder](#))  
☐ In Random Order (Call Order is not used)

Job Visibility: [Visibility Calculator](#)  
% Lead Time Visible:   
Minimum:  Hours  Minutes  
Maximum:  Days  Hours

[Add New Substitutes](#)

☒ View All  
☐ View Excludes  
☐ View Includes

## Page Settings

### Calling Sequence

Set the preference list to be called in **Call Order** or **Random Order** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003261967>).

### % Lead Time Visible

Represents the default Visibility Percentage for this preference list.

### Add New Substitutes

Click the new sub link to add new subs to the preference list.

### Min Visibility

Enter the minimum number of hrs/mins that you want jobs to be available to this preference list.

### Max Visibility

Enter the maximum number of days/hours that you want jobs to be available to this preference list.

### Apply

Click **Apply Changes** to record your updates.

[Add New Substitute:](#)

- ☒ View All  
☐ View Excludes  
☐ View Includes

[Edit](#) [Apply Changes](#) [Cancel](#)

On List	Substitute	Exclude	Exclusion Comments	% Lead Time Visible			Minimum Visibility			Maximum Visibility		
				Call Order	Default	Override	Default	# Hours	# Minutes	Default	# Days	# Hours
<input checked="" type="checkbox"/>	<a href="#">Baker, Tom</a> ★★★★★	<input type="checkbox"/>		1	<a href="#">85%</a>	100	<a href="#">12h 0m</a>			<a href="#">30d 0h</a>		
<input checked="" type="checkbox"/>	<a href="#">Parker, Peter</a> (No Rating)	<input type="checkbox"/>		2	<a href="#">85%</a>	20	<a href="#">12h 0m</a>			<a href="#">30d 0h</a>		

## List Settings

### View Options

Change the view to see excluded subs, included subs (i.e. non excluded), and/or both.

### On List

Mark this box to choose the sub you want to add to the preference list.

### Exclude

Exclude the sub (<https://absence-help.frontlineeducation.com/hc/en-us/articles/360023855534>) from seeing jobs at this school.

### Default

Enter the maximum number of days/hours that you want jobs to be available to this preference list.

## List Settings

### Override

An override percentage can be entered per substitute. \*Take note, the Override setting "overrides" the default visibility settings for this preference list. (In the case of Peter Parker above, 20% would be the visibility percentage for this substitute rather than 85%.)

### Min/Max Visibility

Adjust Minimum Visibility and Maximum Visibility settings.

## Adding a New Sub to the School Preferred Sub List

If you want to add *more than one* substitute to a *single school's* preference list, you can go to the school's "Preferred Substitutes" tab. Or, if you want to add a *single substitute* to *more than one school's* preference list, you can go to the substitute's "Preferred Substitutes Lists" tab.



These two methods achieve the same result, and when you make this change in one place, you will see the change occur in both places.

### Method 1: School's "Preferred Substitutes" Tab

To add a new substitute, click the **Add New Substitutes** link.

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[Select Another School](#) | [Add School](#)

**School: [Vanderbilt High School](#)**  
**Phone #: (610) 555-1234**  
**Substitute List**

Calling Sequence:

☒ In The Call Order Specified Below ([reorder](#))
☐ In Random Order (Call Order is not used)

Job Visibility: [Visibility Calculator](#)  
% Lead Time Visible:   
Minimum:  Hours  Minutes  
Maximum:  Days  Hours

[Add New Substitutes](#)  
☒ View All   
☐ View Excludes  
☐ View Includes

This selection will provide access to choose the new substitutes you want to add to your list. From here, click on the alphabet letter representing the desired substitute's last name (or enter the substitute's last name into the "Search" box) and click the **Search** button.

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[Select Another School](#) | [Add School](#)

**School: [Vanderbilt High School](#)**  
**Phone #: (610) 555-1234**  
**Substitute List**

Calling Sequence:

☒ In The Call Order Specified Below ([reorder](#))
☐ In Random Order (Call Order is not used)

Job Visibility: [Visibility Calculator](#)  
% Lead Time Visible:   
Minimum:  Hours  Minutes  
Maximum:  Days  Hours

[View Current Substitutes](#)

Please type the first few letters or choose a [link](#) from the list below.    
  
[B-J](#) [K-S](#) [T-Y](#)

You can now click the **On List** box to select the substitute and continue to enter the override settings if you wish to override the default visibility. Then, click the **Apply Changes** button to save. (Repeat these steps for additional substitutes.)

Note, you may have the ability to exclude this substitute, if needed, but take note, the system may also require you to provide a reason for the exclusion, depending on your

system setup.

Click the **Apply Changes** button to save (or click **Cancel** to discard changes).

On List	Substitute	Exclude	Exclusion Comments	% Lead Time Visible		Minimum Visibility		Maximum Visibility			
				Default	Override	Default	#	#	Default	#	#
							Hours	Minutes		Days	Hours
<div>All</div> <div>None</div>											
<input checked="" type="checkbox"/>	<a href="#">Caughill, David</a> ★★★★★	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Davis, Gina</a> (No Rating)	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

## Method 2: Substitute's "Preferred Substitute Lists" Tab

From a substitute's profile, click on the **"Preferred Substitute Lists"** tab. From here, you will select the **Add New Schools** link.

General InformationPermissionsConfiguration SettingsSchedulePreferred Substitute ListsReports

SchoolEmployee

Select Another Substitute | Add a Substitute | Send Letter/Email

Substitute: [Chan, Alice](#) ★★★★★

Phone #: (555) 555-6360

School Lists [?](#)

[Job Visibility Hierarchy](#)

Add New Schools

Please type the first few letters.

☒ View All  
☐ View Excludes  
☐ View Includes

Click the "Selected" box to choose the substitute and click the radio button beside either "Exclude" or "Include," depending on your intended purpose. Then, enter override settings if you wish to override the default visibility and click the **Apply Changes** button to save.

Selected	School	School Level	Exclude	Exclusion Comments	% Lead Time		Min Visibility		Max Visibility		
					Default	Override	Default	# Hours	# Mins	Default	# Days
<input checked="" type="checkbox"/>	<a href="#">Beacon School</a>	2	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This process is different from the *Substitute's Preferred Schools*. For more information on this difference, reference the article **Understanding Preferred Subs vs. Preferred Schools** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003262827-Understanding-Preferred-Subs-vs-Preferred-Schools>).