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.

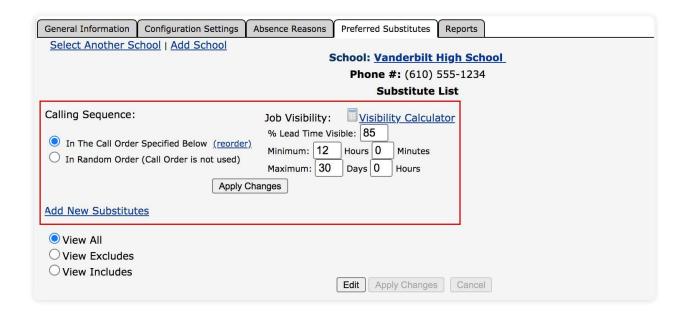
Master Data > School > Preferred Substitutes

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.



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.

					% Lead Time Visible		Minimum Visibility		Maximum Visibility			
On List	Substitute	Exclude	Exclusion Comments	Call Order		Override	Default		# Minutes	Default	# Days	# Hour
K	Baker, Tom			1	<u>85%</u>	100	12h 0m			30d 0h		
				8								
_	Parker, Peter (No Rating)			2	85%	20	<u>12h</u> <u>0m</u>			30d 0h		

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 "overrules" 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

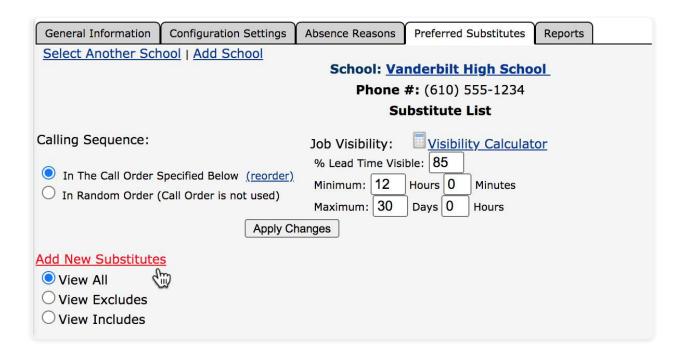
If you want to add *more than* one substitute to a *single school's* preference list, you can go to the school's "Preferred Substitutes" tab. Or, if you want to add a *single substitute* to *more than one school's* preference list, you can go to the substitute's "Preferred Substitutes Lists" tab.



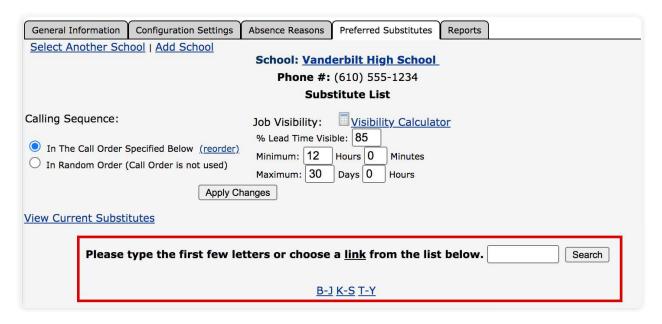
These two methods achieve the same result, and when you make this change in one place, you will see the change occur in both places.

Method 1: School's "Preferred Substitutes" Tab

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



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.

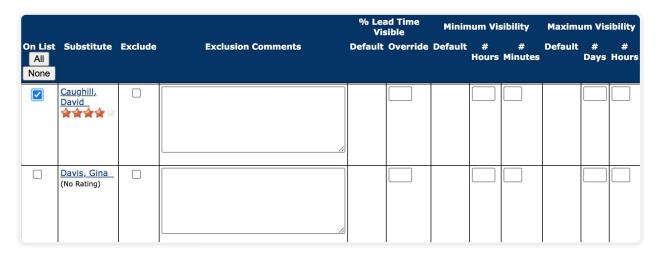


You can now click the **On List** box to select the substitute and continue to enter the override settings if you wish to override the default visibility. Then, click the **Apply Changes** button to save. (Repeat these steps for additional substitutes.)

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

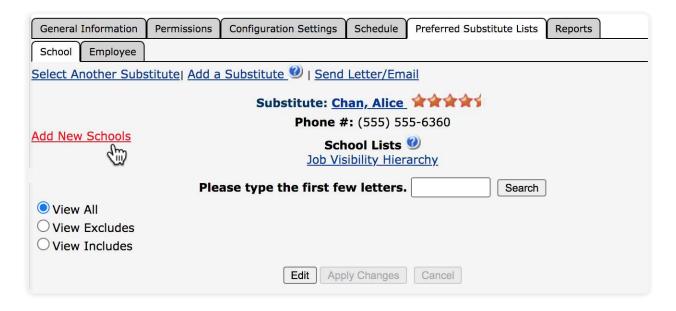
system setup.

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



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.



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.



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).