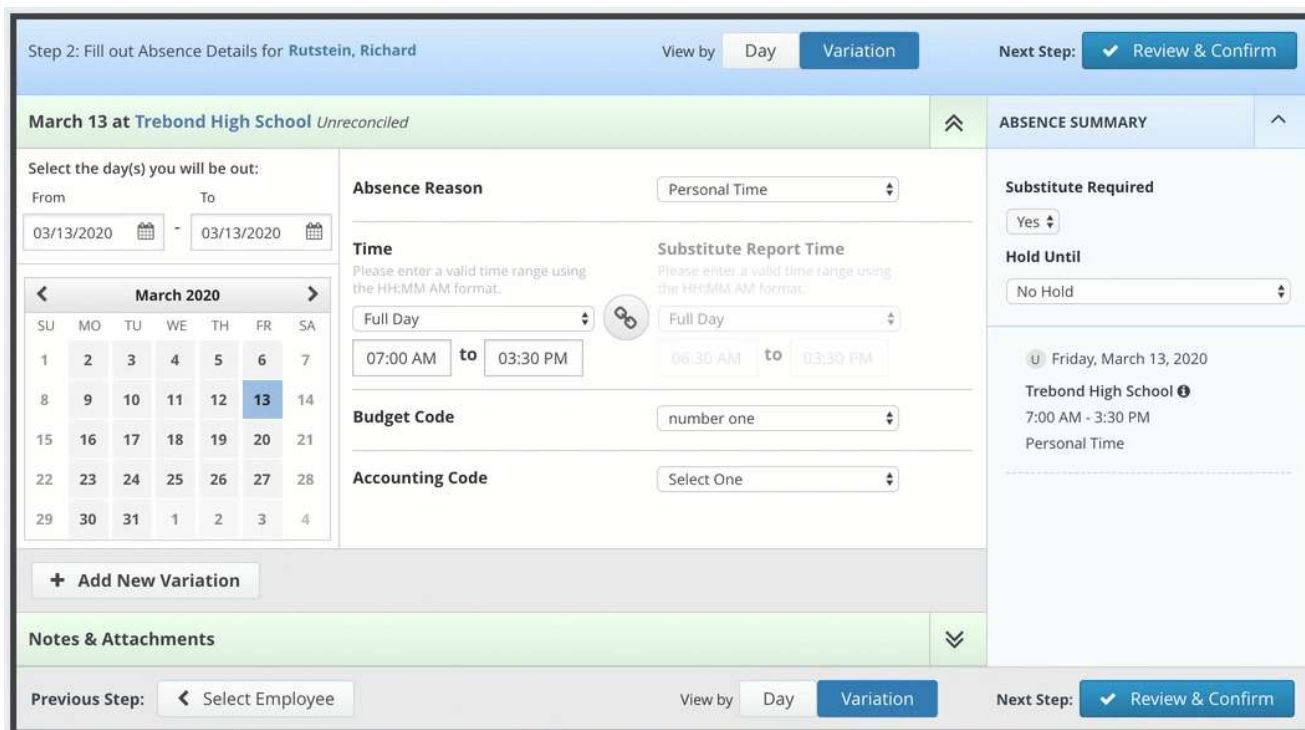


Using Absence "Day" and "Variation" Views

 absence-help.frontlineeducation.com/hc/en-us/articles/360043578434-Using-Absence-Day-and-Variation-Views

The absence wizard includes two different views (i.e. Day and Variation). These views both provide the same functionality, but they allow you to complete your tasks using alternate views/methods.



The screenshot displays the 'Step 2: Fill out Absence Details for Rutstein, Richard' interface. It features a 'View by' toggle with 'Day' and 'Variation' options, and a 'Next Step: Review & Confirm' button. The main section is titled 'March 13 at Trebond High School Unreconciled'. It includes a calendar for March 2020 with the 13th highlighted. The 'Absence Reason' is set to 'Personal Time'. The 'Time' field shows 'Full Day' from '07:00 AM' to '03:30 PM'. The 'Substitute Report Time' is also 'Full Day' from '06:30 AM' to '03:30 PM'. The 'Substitute Required' field is set to 'Yes', and the 'Hold Until' field is set to 'No Hold'. The 'Budget Code' is 'number one' and the 'Accounting Code' is 'Select One'. The 'Notes & Attachments' section is empty. The 'Previous Step' is 'Select Employee' and the 'Next Step' is 'Review & Confirm'.

Let's examine how each view appears and how you can best utilize this functionality.

Using the "Variation" View

The "Variation" view provides the calendar tool and other user-friendly options, (but keep in mind that you can alternate to the "Day" view if you prefer).

From the "Variation" view, you can easily select your calendar day(s) and begin to enter your details, and you can also add variations, as needed.

Just because you select the "Variation" view, it does not mean you have to create a variation. You can use this view to also create an absence for a single day, etc.

Step 2: Fill out Absence Details for **Rutstein, Richard** View by **Day** Variation Next Step: **Review & Confirm**

March 13 at Trebond High School *Unreconciled*

Select the day(s) you will be out:
 From To

| March 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| SU | MO | TU | WE | TH | FR | SA |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

Absence Reason

Time Please enter a valid time range using the HH:MM AM format.
 to

Substitute Report Time Please enter a valid time range using the HH:MM AM format.
 to

Budget Code

Accounting Code

Substitute Required

Hold Until

Notes & Attachments

Previous Step: View by **Day** Variation Next Step: **Review & Confirm**

Using the "Day" View

The "Day" view lists the absence details in a more concise, day-by-day display, (but keep in mind that you can alternate to the "Variation" view if you prefer).

You can enter the absence details within the "Add Days to Absence" pop-up, and, when needed, you can click the **Add Day(s)** button to include additional days.

Step 2: Fill out Absence Details for **Rutstein, Richard** View by **Day** Variation Next Step: **Review & Confirm**

Viewing by day

Add Days to Absence

Start Date **End Date**

Su M Tu W Th F Sa
☐ ☒ ☒ ☒ ☒ ☒ ☐

School

Absence Reason

Budget Code

Absence Type

Start Time **End Time**

Sub Times

Start Time **End Time**

Accounting Code

Once a day (or days) are added, you can collectively review all the entries and manage the details, as needed.

Step 2: Fill out Absence Details for **Rutstein, Richard**

View by **Day** Variation

Next Step: **Review & Confirm**

Viewing by day **Add Day(s)**

Date

03/13/2020

Friday

School

Trebond High School

Absence Reason

Personal Time

Budget Code

number one

Accounting Code

None Selected

Absence Type

Full Day

Start Time

07:00 AM

End Time

03:30 PM

Sub Times

Full Day

Start Time

06:30 AM

End Time

03:30 PM

ABSENCE SUMMARY

Substitute Required

Yes

Hold Until

No Hold

Friday, March 13, 2020

Trebond High School

7:00 AM - 3:30 PM

Personal Time

Notes & Attachments

Previous Step: **Select Employee**

View by **Day** Variation

Next Step: **Review & Confirm**

Advantages of "Day" vs "Variation"

Some functions (such as the creation of a vacancy) may prove easier to create within the "Variation" view, but that same vacancy may be easier to edit or review using the "Day" view. Both options allow you to complete the same tasks, but they offer a different view/method which can be referenced based on your preference.

Step 2: Fill out Vacancy Details for Bonus Sub - Teacher
View by
Day
Variation
Next Step:
Review & Confirm

March 02 - March 06 at Trebond High School
0 out of 5 Days Reconciled

Select the day(s) you will be out:

From
To
03/02/2020
03/06/2020

March 2020

| | | | | | | |
|----|----|----|----|----|----|----|
| SU | MO | TU | WE | TH | FR | SA |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

Add New Variation

Notes & Attachments

Vacancy Reason
Stuff

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
08:57 AM to 03:57 PM

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.
Full Day
08:27 AM to 03:57 PM

Budget Code
number one

Accounting Code
Select One

VACANCY SUMMARY

Substitute Required
Yes

Hold Until
No Hold

Number of Vacancies
1

- Monday, March 2, 2020
- Tuesday, March 3, 2020
- Wednesday, March 4, 2020
- Thursday, March 5, 2020
- Friday, March 6, 2020

Trebond High School
8:57 AM - 3:57 PM
Stuff

Previous Step:
Select Profile
View by
Day
Variation
Next Step:
Review & Confirm