Finding a Specific Absence

The system provides a few different options to help you locate a specific absence.

Confirmation Number

The system assigns each absence with a unique confirmation number. If you have this number, you can enter it in the Search box via the "Quick Actions" panel (on the dashboard) or via the Search box (at the top of the page).
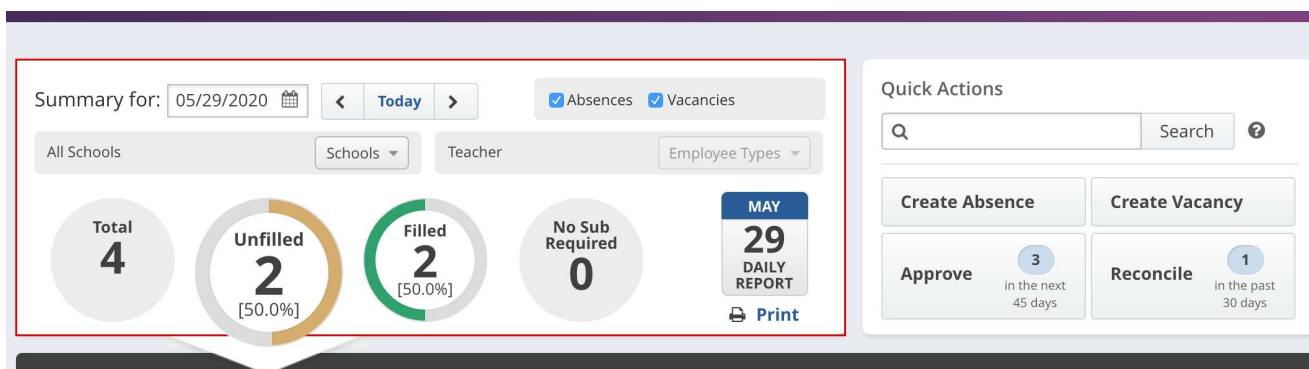
Simply enter the confirmation number and click **Search** to jump right to the absence.
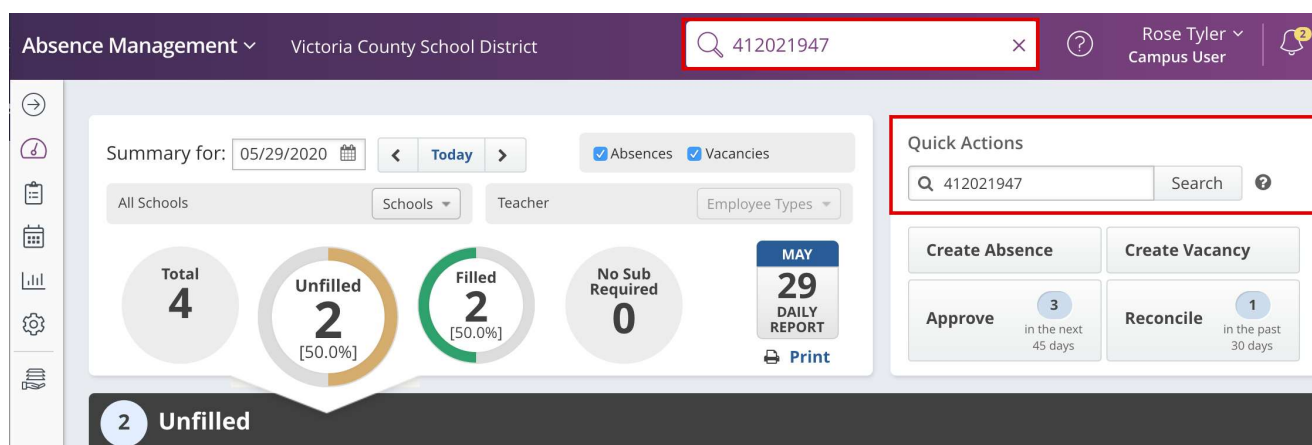
Summary Panel

You can also locate an absence using the absence summary panel on your dashboard. This report provides a "condensed" version of the daily report (which will be discussed in the next section).

You can filter your absence results by date, location, employee type, etc.

The system will display any applicable absences that occur on that date and organize them by "Unfilled," "Filled," or "No Sub Required." You can then select the applicable confirmation link to view the absence details.

Daily Report

If you do not have a confirmation number on hand, you can alternately search by date using the "Daily Report." Locate and select the **Daily Report** option in the "Summary" panel on the dashboard.
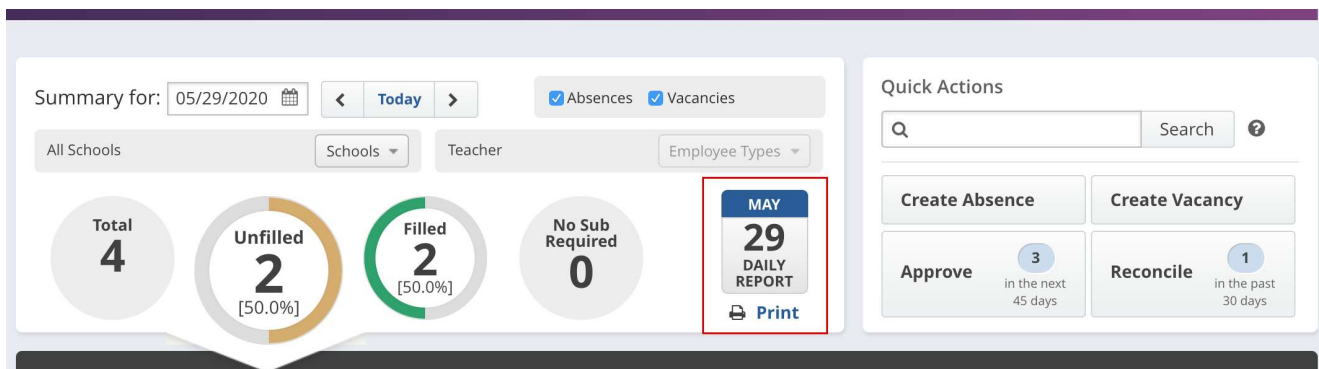
Once selected, reference the calendar to choose the date when absence is scheduled to occur. (You can manually enter a date, or you can select the **calendar** icon and choose a date from the calendar.)
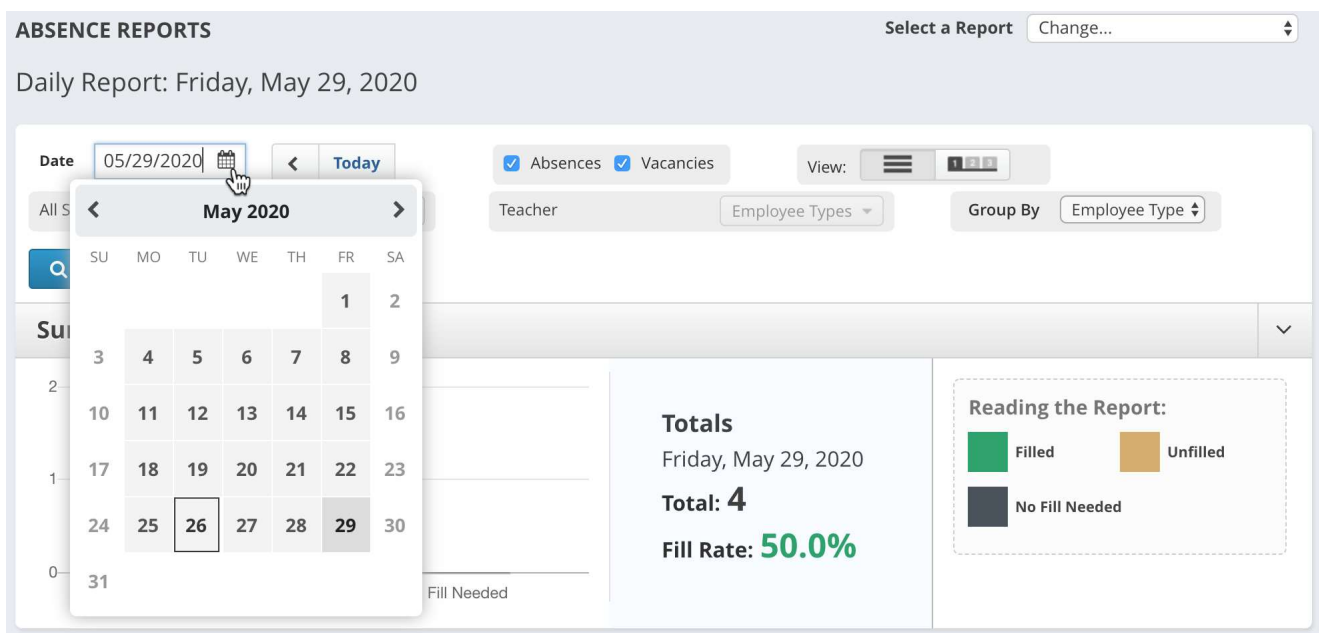
With the proper date selected, reference the "Unfilled," "Filled," or "No Sub Required" boxes and select the confirmation number affiliated with the absence in question. This will take you right to the absence.
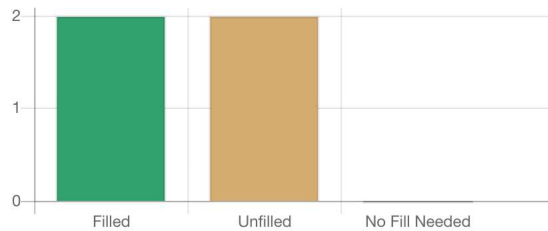
Daily Report: Friday, May 29, 2020

Date	05/29/2020 📅	‹ Today	☑ Absences ☑ Vacancies	View: ☰ ▯▮▮
All Schools	Schools ▾	Teacher	Employee Types ▾	Group By Employee Type ⇅

🔍 Search   🖨 Print

Summary ⌄

Totals
Friday, May 29, 2020
Total: 4
Fill Rate: 50.0%

Reading the Report:
■ Filled ■ Unfilled
■ No Fill Needed

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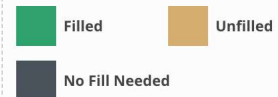
② Unfilled

Conf # ▲	Notes ℹ	Name ⇅	School ⇅	Shift	Duration	Reason ⇅	Status
Teacher							
Absence 415021947 5/21/2020 8:08 AM		Chesterton, Ian 5th Grade	**Vanderbilt High School**	Employee Times 7:00 AM - 3:00 PM	Full Day	Personal Day	Approval pending
Absence 415026747 5/21/2020 9:56 AM 📲	📄 📎	Assaad, Tamer	**Dell Middle School**	Employee Times 8:00 AM - 4:00 PM	Full Day	Personal Day	Approval pending

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