Finding Available Jobs

In absence management, finding and accepting available jobs is as easy as pie! From your home page, there are two places you can click to access a list of jobs that you are qualified and available to fill. Available jobs will show up in the side navigation under "Available Jobs" and on the Available Jobs tab.

The fastest way to find jobs is the "Available Jobs" section on the home page below the calendar. Here, you'll see a list of jobs that you are qualified and available to accept.

Viewing the Job Details
All the important job details are here, like the name of the employee you will be subbing for, the location of the job, the date and time of the job, and more.

<table>
<thead>
<tr>
<th>Available Jobs</th>
<th>Scheduled Jobs</th>
<th>Past Jobs</th>
<th>Non Work Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time</td>
<td>Duration</td>
<td>Location</td>
</tr>
<tr>
<td>Banner, Robert</td>
<td>Physics Professor</td>
<td>Fri, 10/28/2016 - Mon, 10/31/2016</td>
<td>6:00 AM - 3:00 PM</td>
</tr>
</tbody>
</table>

There are other details about the job (notes, attachments, and multi-day jobs) that will show here too.

**View the Job's Notes**

The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the icon to view the notes.

The notes for this job will pop up for you to view. To exit the notes, click the X in the top right corner of the pop-up.
Multi-Day Jobs

Some jobs in your available jobs list may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it.

On multi-day jobs, you won't see an "Accept" button right away. To view the individual days, click the See Details button.
This will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.

**Phone Number and Map**

In each job listing, there will be an icon for the school's phone number as well as a map to the school. Click on the **green phone icon** to have the school's phone number pop up. If the icon is gray, that means the school's phone number is not available.
Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

Rejecting a Job

To reject a job, all you have to do is click the Reject button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

Accepting a Job

To accept a job click the green Accept button on the right side of the job listing.

Once you have accepted the job, you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence, you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. Dismiss it by clicking the x next to "Dismiss Message".