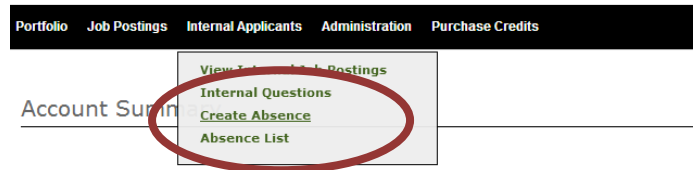


Welcome to EasyConnect, the automated dispatch system. EasyConnect can be used to create absences, contact available replacements and fill openings. The following manual will assist you with getting set-up and answer many of the questions that you may have.

Creating absences online

1. Under the **Internal Applicants** section, select **'Create Absence'**



2. Select if a Replacement is required (Yes/No)
3. Enter your **Assignment** and **Notes** for the replacement
4. Enter the **Date** and absence **Time**. If you are entering a multiday absence for the same reason and the same start and end times, select **Add Days**
5. Select the **Reason** for absence from the drop down and enter **Additional Info** or a **Release Code**
6. Click **OK** and a replacement record will be created that can be edited
7. If you want to enter multiple reasons or different times for your absence click **Add Absent Time**
8. When you are done, click **Save** to complete the absence and have it listed on your **'Absence List'**

Absence Details

[Back to search results](#)

Location:

Employee Group:

Replacement: Yes No

Assignment:

Notes:

Pages: 1 of 1 1

Date	Time	Absent: Dave Benk
<input type="text"/>	<input type="text" value="08:30 AM"/>	Reason: <input type="text" value="SICK - Sick"/>
Add days A	<input type="text" value="03:30 PM"/>	
		Additional Info: <input type="text"/>
		Release Code: <input type="text"/>
		<input type="button" value="OK"/> <input type="button" value="CANCEL"/>

Pages: 1 of 1 1

Creating absences over the phone

1. Call 1-855-279-3279 and enter your School Board's Access Code: **5** followed by pound (#)
2. Enter your Employee ID followed by # and press 1 to confirm the ID when prompted
3. Press 3 to create an absence and follow the prompts

Viewing your absences

1. Under the **Internal Applicants** section, select '**Absence List**'
2. To view the details of any absence, click on the absence **Code**

Canceling your absences

1. Under the **Internal Applicants** section, select '**Absence List**'
2. Click on the **Code** of the absence you wish to cancel and click **Deactivate**.

Note: You can only cancel unfilled absences, any filled absences are only cancelled by your school administrator

How do you know your absence has been filled?

1. Under the **Internal Applicants** section, select '**Absence List**'
2. Under the **Filled By** column you will see the name of the Replacement who accepted the assignment
3. A confirmation email advising who accepted your assignment will be sent to you

Absence List

Year: 2016 Month: June CALENDAR

Code	Absence Date	School	Employee Group	Absent	Reason	Filled By	Created By
1424475	2016/06/27 8:30AM - 3:30PM	St. Anne's Elementary School	Academic_Elementary	100%	SICK - Sick	Mark Laurie	Mark Laurie
1424459	2016/06/28 8:30AM - 3:30PM	St. Anne's Elementary School	Academic_Elementary	100	MED - Medical		Dave Benk