

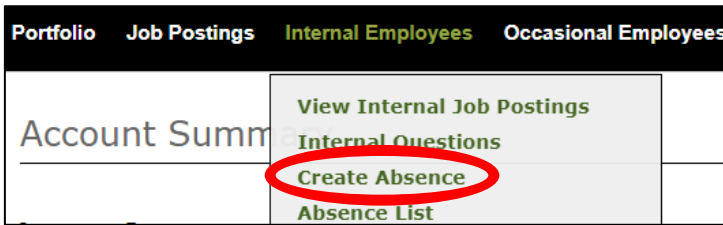
Welcome to EasyConnect’s automated dispatch system. EasyConnect can be used to create absences, contact available replacements, and fill openings. The following manual will assist you with getting set-up and answer questions you may have.

### Log Into Your Account

1. Visit [kpdsb.simplification.com](http://kpdsb.simplification.com) and enter your username and password.
2. Click ‘Forgot Your Login’ if you need to generate a password reset email.

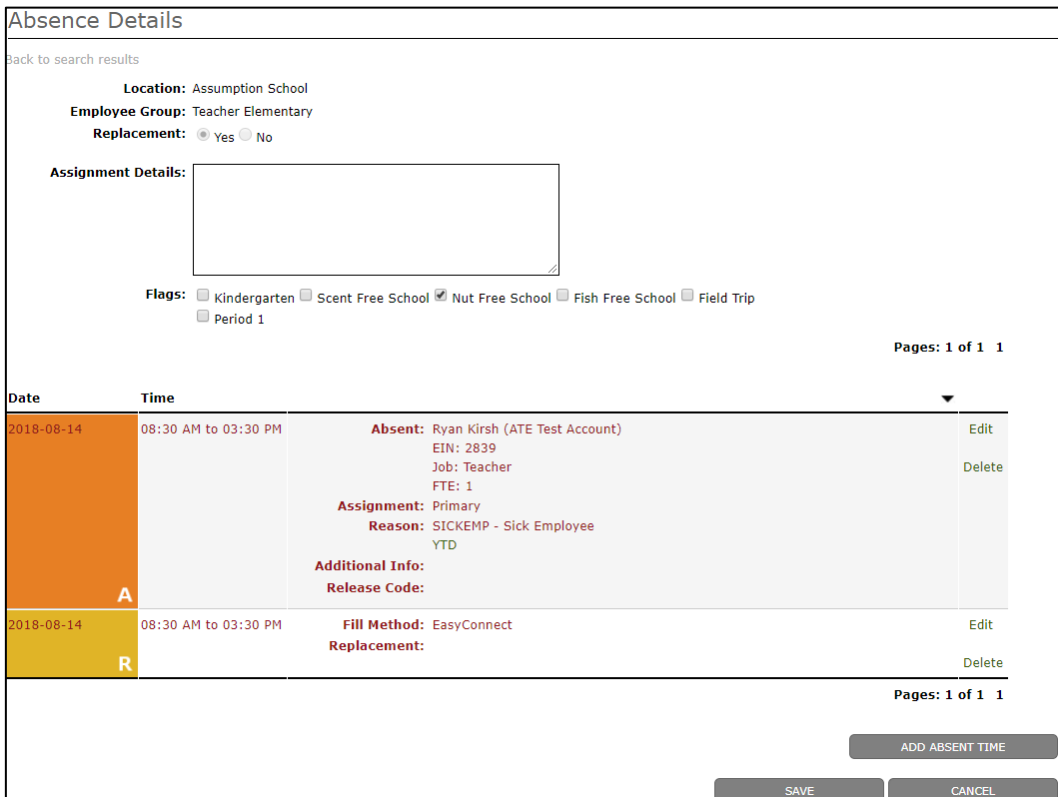
### Creating Absences Online

1. From the **Internal Employees** section, select ‘**Create Absence**’. Select if a **Replacement** is required (Yes/No).



2. Enter the **Absence Date** and **Time**. To enter a multiday absence for the same reason and the same start and end times, select **Add Days**.
3. Select the **Assignment** and **Reason** for absence from the drop down and enter **Additional Info** or a **Release Code**.
4. Click **OK** and a replacement record will be created that can be edited.

If entering multiple reasons, times or subjects for your absence click **Add Absent Time**.



- When you are done, click **Save** to complete the absence. The absence will be listed on your '**Absence List**' and you will receive a confirmation email that your absence has been successfully created.

### Creating Absences over the Phone

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

### Reviewing your Absences

- From the **Internal Employees** section, select '**Absence List**'
- To view the details of any absence, click on the absence **Code**

### How do you know your Absence has been filled?

- Under the **Internal Employees** section, select '**Absence List**'.
- Under the **Filled By** column you will see the name of the Replacement who accepted the assignment.
- 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

### Canceling your Absences

- From the **Internal Employees** section, select '**Absence List**'
- Click on the **Code** of the absence you wish to cancel and click **Deactivate**. You must provide a reason for deactivation.

**Note:** The ability to deactivate a filled absence is an option enabled by your board. If you do not see the ability to deactivate the assignment you should click 'reply all' on your confirmation email to notify the administrator at the school.

Date	Time		
2018-08-30	08:30 AM to 03:30 PM	<b>Absent:</b> Ryan Kirsh (ATE Test Account) <b>Assignment:</b> Junior <b>Reason:</b> SICKEMP - Sick Employee YTD	▼ Edit
2018-08-30	08:30 AM to 03:30 PM	<b>Fill Method:</b> Manual Fill <b>Replacement:</b> Dave Benk	▼ Edit

Pages: 1 of 1 1

DEACTIVATE ABSENCE
COPY ABSENCE
EDIT