

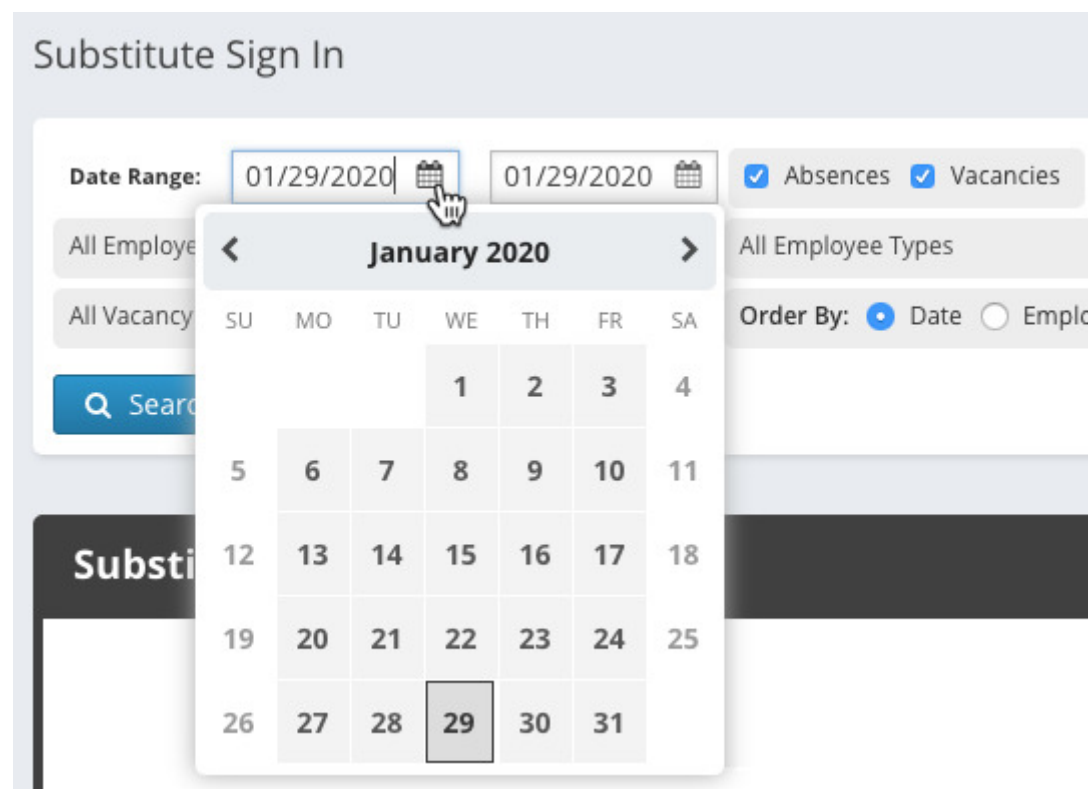
Using the Substitute Sign-In Report

absence-help.frontlineeducation.com/hc/en-us/articles/115003384368-Using-the-Substitute-Sign-In-Report

Don't you wish there was a way to generate a list of substitutes' jobs so they can sign in when they arrive for their job? Well, now you can!

Reports > Absence > Substitute Sign In

On the Substitute Sign In page, select the date range for which you want to print the sign-in sheets. You can do this by clicking the **calendar icons** and choosing the month and day on the pop-up calendar.



Now, adjust the check boxes to show absences, vacancies, or both. For this example, we will be printing jobs for absences, so we will uncheck the "Vacancies" box.

The screenshot shows the "Substitute Sign In" report interface. It features a header with the title "Substitute Sign In". Below the header, there are several filter sections. The "Date Range" section has two date pickers, both set to "01/29/2020". The "Absences" and "Vacancies" checkboxes are both checked. The "All Schools" section has a "Schools" dropdown menu. The "All Employee Types" section has an "Employee Types" dropdown menu. The "All Substitutes" section has a "Substitutes" dropdown menu. The "All Vacancy Profiles" section has a "Vacancy Profiles" dropdown menu. The "Order By" section has radio buttons for "Date" (selected) and "Employee". The "Print with Page Breaks" checkbox is unchecked. At the bottom, there are two buttons: "Search" and "Print to PDF".

If you want to print a sign in sheet for a specific employee, employee type, or substitute, you can do so by using the drop-down boxes. Just click on the applicable dropdown and check the box beside any option(s) that you want to show on the sign in sheet.

This close-up shows the "Employee Types" dropdown menu. The menu is open, displaying a list of job types with checkboxes next to them. The options are: Custodian, Paraprofessional, Principal, Secretary, and Teacher. A hand cursor is pointing to the "Employee Types" dropdown button. The "Filter:" input field and the "View All" button are also visible at the top of the dropdown menu.

Now, reference the "Order By" filter and select whether to order the list by the employee's name or by date.

Date Range: 01/29/2020 01/29/2020 Absences Vacancies All Schools
 All Employees Employees ▾ All Employee Types Employee Types ▾
 All Vacancy Profiles Vacancy Profiles ▾ Order By: Date Employee Print with
 Search Print to PDF

When you are ready, click the **Search** button.

A list will generate below.

Date Range: 01/29/2020 01/29/2020
 All Employees Employees ▾
 All Vacancy Profiles Vacancy Profiles ▾
 Search Print to PDF



3 Substitute Sign In				
Substitute	Signature	Start/End	Employee	Conf. #
Wednesday, January 29, 2020				
Alice Chan Vanderbilt High School	x	Full Day 07:00 AM - 03:00 PM	Chesterton, Ian 5th Grade Teacher	402708413
Tom Baker Columbia Elementary School	x	Half Day AM 08:00 AM - 12:00 PM	Noble, Donna Science Teacher	402750788

External ID: jon@theorange.c			Teacher	
Tom Baker Dell Middle School External ID: jon@theorange.c	x	Half Day PM 12:30 PM - 04:30 PM	Noble, Donna Science Teacher Teacher	402750788

To print the list, click the **Print to PDF** button beside the "Search" option.



Now your substitutes can sign their names by the "x" in the "signature" column when they arrive for their job!

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Date Range: 01/29/2020  01/29/2020 

All Employees Employees ▾

All Vacancy Profiles Vacancy Profiles ▾

 Search  **Print to PDF**