

Admin Page

Finding and Setting Sub Status

This Page is only accessible to users with the correct admin/management permissions. If the Admin Page is not found in the sidebar, you do not have permission to view or make changes on this page.

This section is for setting New Hires as Permanent Substitutes. This is required for all new staff hired to be a Permanent substitute. It allows for the new hire to:

1. Correctly be assigned to campuses when a Substitute Request is made.
2. Log in to view their assignments.
3. Set Dates as Unavailable.
4. Update their profile information.

1. Log in to the Permanent Substitute Site (<https://subs.princetonisd.net>)
2. Navigate to the Admin page (Found in the sidebar)
3. The admin page will default to the Substitutes view, allowing you to search for the new hire in the search bar.

The screenshot shows the 'Substitutes' admin page. At the top, there is a search bar and navigation tabs for 'Columns', 'Substitutes', 'Campuses', and 'Pools'. The main content is a table with the following columns: Name, Email, Is a Sub (with a dropdown arrow), Pool, Assigned Today, Absent Today, and Actions. The table contains 15 rows of data. The first 14 rows show staff members who are 'Sub' and 'Assigned Today'. The 15th row shows a staff member who is 'Sub' and 'Absent Today'. The 'Actions' column for each row contains icons for edit, calendar, and delete.

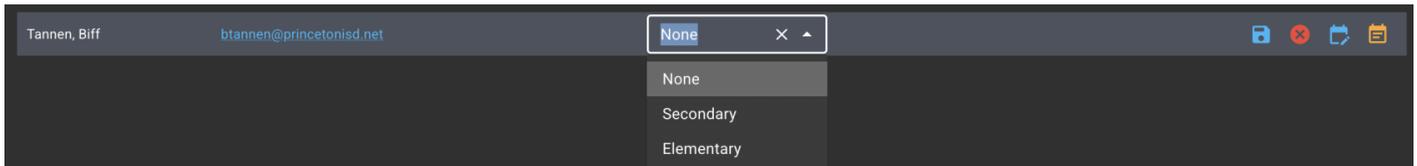
Name	Email	Is a Sub ↓	Pool	Assigned Today	Absent Today	Actions
[REDACTED]	[REDACTED]	● Sub	Secondary	● Assigned		[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]	● Sub	Elementary	● Assigned		[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]	● Sub	Elementary	● Assigned		[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]	● Sub	Secondary	● Assigned		[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]	● Sub	Secondary	● Assigned		[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]	● Sub	Dev			[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]	● Sub	Elementary	● Assigned		[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]	● Sub	Secondary		● Absent	[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]					[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]					[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]					[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]					[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]					[Edit] [Calendar] [Delete]
[REDACTED]	[REDACTED]					[Edit] [Calendar] [Delete]

Rows per page: 100 1-100 of 1523

1. Once on this page, search for a user/new user by name:

Name	Email	Is a Sub ↓	Pool	Assigned Today	Absent Today	Actions
Tannen, Biff	btannen@princetonisd.net					

1. Click the "Edit" icon to the right, under the Actions Column (Pencil Icon)
2. By setting a user to a pool, either Secondary or Elementary, their status will be changed and updated to "Is a Sub" by default.



1. Finish by clicking the "Save" icon to the right, under the Actions Column (Floppy Disk Icon)
2. They will be immediately set to be a sub in the pool of subs for that selected group, and can be assigned to a pending request, or any future request.

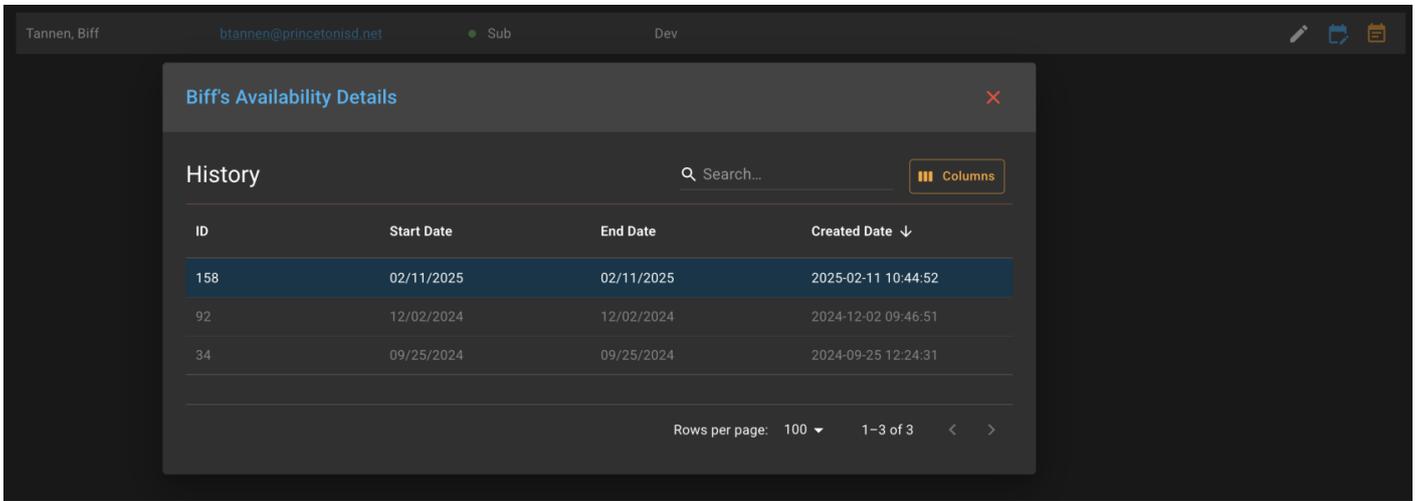
Name	Email	Is a Sub ↓	Pool	Assigned Today	Absent Today	Actions
Tannen, Biff	btannen@princetonisd.net	● Sub	Dev			

Viewing/Setting a Subs Unavailable Dates

1. Log in to the Permanent Substitute Site (<https://subs.princetonisd.net>)
2. Navigate to the Admin page (Found in the sidebar)
3. The admin page will default to the Substitutes view, allowing you to search for the new hire in the search bar.

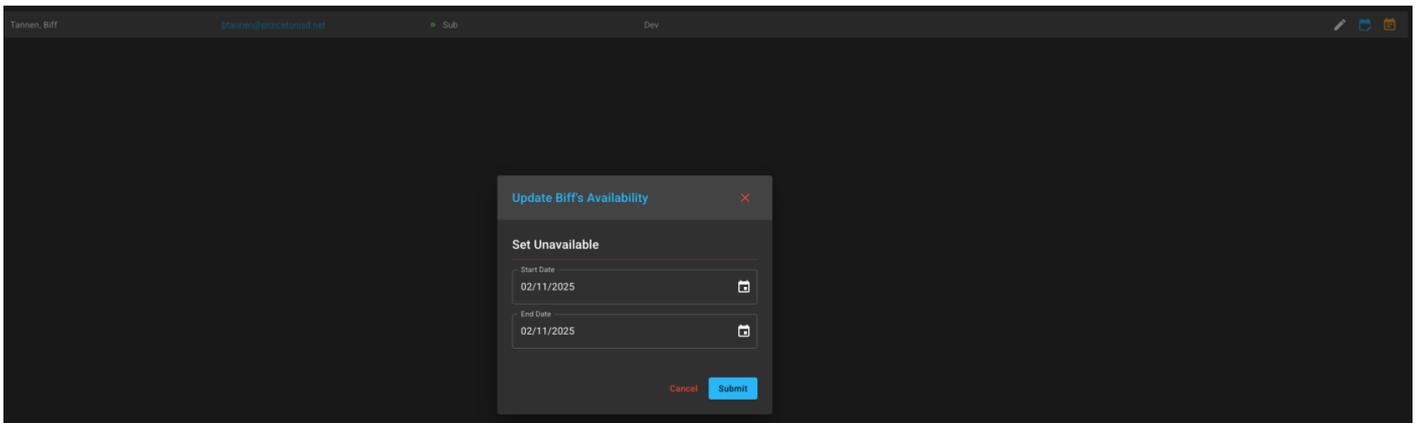
To View a Subs Current/Upcoming Unavailable Dates

1. Click the Yellow Calendar Icon to the right, under the Actions Column (Yellow Calendar Icon).
2. This will open a menu showing the Subs history of unavailability, as well as current and upcoming details.



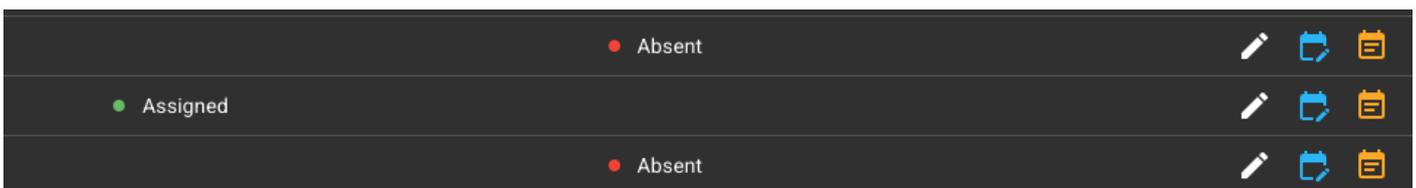
To Set Unavailability of a Sub Manually

1. Click the Blue Calendar Icon to the right, under the Actions Column (Blue Calendar Icon).
2. This will open a menu allowing you to pick a range of dates to set as Unavailable for the currently selected sub.



Additional Information

1. Subs will be marked as sub until they are edited to have "None" as their pool selection.
2. Subs will be marked as absent when their unavailable dates set then as absent for the current day.
3. Subs will be marked as assigned if they already have an assignment to a campus for today.



Revision #2

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