


























































Finding and Setting Sub Status

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.

- | Substitutes | | | | | | |
|--|-------|------------|------------|----------------|--------------|---|
| <div> <div>Search...</div> <div>Columns</div> <div>Substitutes</div> <div>Campuses</div> <div>Pools</div> </div> | | | | | | |
| Name | Email | Is a Sub ↓ | Pool | Assigned Today | Absent Today | Actions |
| | | ● Sub | Secondary | ● Assigned | |    |
| | | ● Sub | Elementary | ● Assigned | |    |
| | | ● Sub | Elementary | ● Assigned | |    |
| | | ● Sub | Secondary | ● Assigned | |    |
| | | ● Sub | Secondary | ● Assigned | |    |
| | | ● Sub | Dev | | |    |
| | | ● Sub | Elementary | ● Assigned | |    |
| | | ● Sub | Secondary | | ● Absent |    |
| | | | | | |    |
| | | | | | |    |
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| | | | | | |    |

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

Substitutes						
			Q biff		Columns	
		Substitutes		Campuses		Pools
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.

Tannen, Biff	btannen@princetonisd.net	None	   
		None	
		Secondary	
		Elementary	

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.

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.

Tannen, Biff

btannen@princetonisd.net

Sub

Dev

Biff's Availability Details

History

Search...

Columns

ID	Start Date	End Date	Created Date ↓
158	02/11/2025	02/11/2025	2025-02-11 10:44:52
92	12/02/2024	12/02/2024	2024-12-02 09:46:51
34	09/25/2024	09/25/2024	2024-09-25 12:24:31

Rows per page: 1001-3 of 3<>

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.

Tannen, Biff

btannen@princetonisd.net

Sub

Dev

Update Biff's Availability

Set Unavailable

Start Date

02/11/2025

End Date

02/11/2025

Cancel

Submit

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.

● Absent

● Assigned

● Absent

Revision #2

Created 11 February 2025 16:24:08 by Nicholas Tumminaro

Updated 11 February 2025 17:08:34 by Nicholas Tumminaro