



AUTOMATED DISPATCHING WEB (ADW)

HOW TO LOG AN ABSENCE:

Go to www.sd35.bc.ca

You will find that each step is fairly self-explanatory. This brochure will give you a step-by-step overview of the process.

1. Click on **STAFF** tab along top of page: in drop-down menu-click on: **STAFF ADMINISTRATION**. Next, click on **MY ABSENCES**, then on **ABSENCE ENTRY**.
2. Enter your **USERNAME & PASSWORD**: (Your USERNAME is your Employee #, your PASSWORD is the 1st 5 letters of your last name along with your employee # no spaces between. **If your name has fewer letters in it, enter these letters along the letter "b", then your employee # with no spaces between.**)

A video tutorial or a **HELP ?** document is available with step-by-step instructions on how to log an absence. Click on **?** or the videotape icon.

3. Here you will select the **REASON YOU WILL BE AWAY** and for what dates. Use your mouse to click on the drop-down box displaying a list of absence reasons. (Use your scrollbar to move down through list.) Click on the appropriate reason.
4. Next, identify the **LENGTH OF YOUR ABSENCE** by clicking on the appropriate "Type of Absence" circle.

• Note: You are not able to pick a date prior to today which is why the calendar shows slashes through all previous dates. If your absence will occur in a **FUTURE** month, click on the arrow at the top of the calendar to move to the next month. Once you click on a date the calendar will disappear.

5. Finally, pick the **DATES OF YOUR ABSENCE**.

If you are absent for a **Single Day**, you will click on the date box calendar icon that will cause a calendar to display. You will then use your mouse to click on the date of your absence. Click on the **NEXT** button. If you are **TEACHING STAFF** and you require only an **AM** or **PM**, enter your absence as for a single day, press Next; you are now in the Absence

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Entry: Schedule details. Click on the date link. ...Modify Absence Schedule. Go to the right side of the page to Quick Options and choose what you need. **TEACHERS: DO NOT CHANGE THE TIMES**, they are set with your school's hours. If, however, you are a **KINDERGARTEN** teacher or you teach at **LEC**, you will have to adjust the hours using the 24 hr clock.

- If your absence is for several days, you will need to click on the **Range of Days** icon to pick the **Start** date and the **End** date of your absence. Click **NEXT**.

If you do not know how long your absence will last, simply enter a date that will likely be the end date. Should your absence be *fewer* days or *more* days than you expected, call the school to have them inform the TOC and then inform the Employee-On-Call Desk of the change. **You will notice that the Open-Ended option is no longer available.**

➤ You will notice on each screen, that there is a ⇐ **"Back"** link in the top left corner. This is a quick way to make adjustments to your Absence Entry info without having to restart the process.

ABSENCE SCHEDULE DETAILS:

1. Your regular schedule will be displayed. If the details are correct, click the **NEXT** button to move to the next screen. If not, you need to indicate what your schedule will be during your absence. **ADW** requires your position, location, and hours for each day of your absence.

2. Click on the date link to change schedule details or use **Add Schedule** option to add more information. Remember that when entering the times in our schedule, your must use the 24 hr clock: i.e. 1:00 p.m. is 13:00 and 3:00 pm is 15:00.

Where a Range of Days has been chosen, should your schedule not appear, you will have to add a schedule for each of the days of the week that you will be absent.

3. Should you work in more than one location, this is where you would specify additional schedules of other locations. If you are away for a range of days, these dates will be displayed on this page. Pick the days you will be working by clicking on the box under the **Include** column. ⇒ cont'd

Once your schedule is correct, click **NEXT** button. The little checkmark will disappear indicating that you will **NOT** be absent that day.

There is a highlighted warning if you have duplicated an absence or there is an error in logging your absence. This warning will always appear at the top of your screen.

ABSENCE REPLACEMENT DETAILS:

This screen gives you the option to tell ADW if you need a replacement, and if so, what hours/portion of the day your replacement will be working.

Remember Teachers: (unless you are a Kindergarten teacher, or you work at Langley Education Center), *Teachers-On-Call* are expected to report to the school for entire mornings (am) Full days, or entire afternoons (pm). They are not to report to the school to cover only the hours/blocks that you normally teach.

1. You may be absent for the full day, but only require a replacement for the afternoon. You will see a series of questions listed on this screen. Use your mouse to click either the Yes or No circle buttons and respond to each question. Click on the **NEXT** button
2. If the replacement is not required to work the same schedule as your absence, click on the date and enter the information and times the replacement **is** required. Click on the **NEXT** button.

EMPLOYEE SEARCH:

1. If you requested an employee to replace you, you will now be on this screen. Use your mouse to click on the binoculars icon. A pop-up window will appear. If you know the Employee # of the replacement, enter it here. If you don't, enter the last name of the employee you are requesting, and click the **SEARCH** button.

Next, click on the drop-down box to see the matching list of employees. Each employee's category and status is listed beside his or her name to help you find the employee for whom you are searching.

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If you are not sure how to spell the replacement's name, enter a portion of the name followed by the asterisk (*) key.

Once you have found an employee, click on the name and click on the **ACCEPT** button to return to the previous screen.

ABSENCE REPLACEMENT SCHEDULES:

If you selected the option to enter a different replacement schedule, you will now be in this screen. You will click on the **Date Link** to make adjustments to the replacement schedule details.

If you do not need a replacement employee for some of your absence dates, you will select those days by clicking on the box under the *Include* column. The little checkmark will disappear indicating the replacement employee will **NOT** be dispatched for those dates.

Click the **NEXT** button to move to the next screen.

ABSENCE ENTRY – DISPATCH DETAILS:

If you have indicated that you will need a replacement employee, you will need to tell ADW what **Subjects** and **Levels** you require for coverage.

Use your mouse to click the drop-down menu under both the **SUBJECT** and **LEVEL** columns to list the available choices:

Use your scrollbar to move down through all of the available choices.

It is very important that you enter the Subjects and Levels in your priority order for the day / or in the case of Range of Days requests, the greatest FTE subject areas.

Leaving a Message:

Next, you are able to enter an instruction message that will be given to your replacement employee. During the dispatching process ADS (Automated

Dispatching System) will translate this text message into speech and play it for the replacement employee. It is important that you use proper spelling and grammar in your message so that it can be clearly translated.

★ Please **DO NOT leave any personal messages**, such as “Hi Karen....” Karen may not be available, or may end up ill on the day that she agreed to cover your class, and the subsequent replacement employee may be confused, or even not accept the assignment thinking that the request is going to the wrong person...***you may end up with no coverage at all!***

When you have finished entering your message, click on the **NEXT** button.

ABSENCE ENTRY – SUMMARY PAGE:

You are now at the end of the **ABSENCE ENTRY** process. The choices you have made will be listed in full, on this page. If you wish to make changes, click the ⇐ **“Back”** link to move back through your screens.

When everything is correct, click the **SUBMIT ABSENCE** button

ABSENCE ENTRY–CONFIRMATION SCREEN:

Congratulations! You have successfully submitted your absence to ADS using the Automated Dispatch Web. You will see the confirmation # at the top right hand corner. Make a note of it for any future reference, or simply print the page.

TO VIEW AN ABSENCE:

Click on **STAFF** tab along top of page: in drop-down menu-click on:
STAFF ADMINISTRATION. Next, click on **MY ABSENCES**, then on **VIEW OR CHANGE**.

Click on the ID # to view or change. The details of the absence and replacement(s),

will be shown. At the bottom of the page, click on the option of your choice. i.e. **CANCEL ABSENCE**

On this page, there is an overview of the assignment you are changing/viewing. Click on the button to submit your request.

The next page is your confirmation. You may print the page for your records.

LOGGING OFF: For your **security ! be sure to press the “Log Off” button., don’t just press the red “X”** at the top right of the screen!

★The ADW is fairly self-explanatory; we hope this guide will also be helpful. The system is new and there will likely be slight changes as we get to know it better.

Should you have any questions regarding this process, call the Help Line.

Help Line:

Call: **604 532-1400** when a recording starts to play, **press 1, then 210**. You may leave a message 24/7. Donna Pearson will be at the desk from 6:30 am to 2:00 pm daily.

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