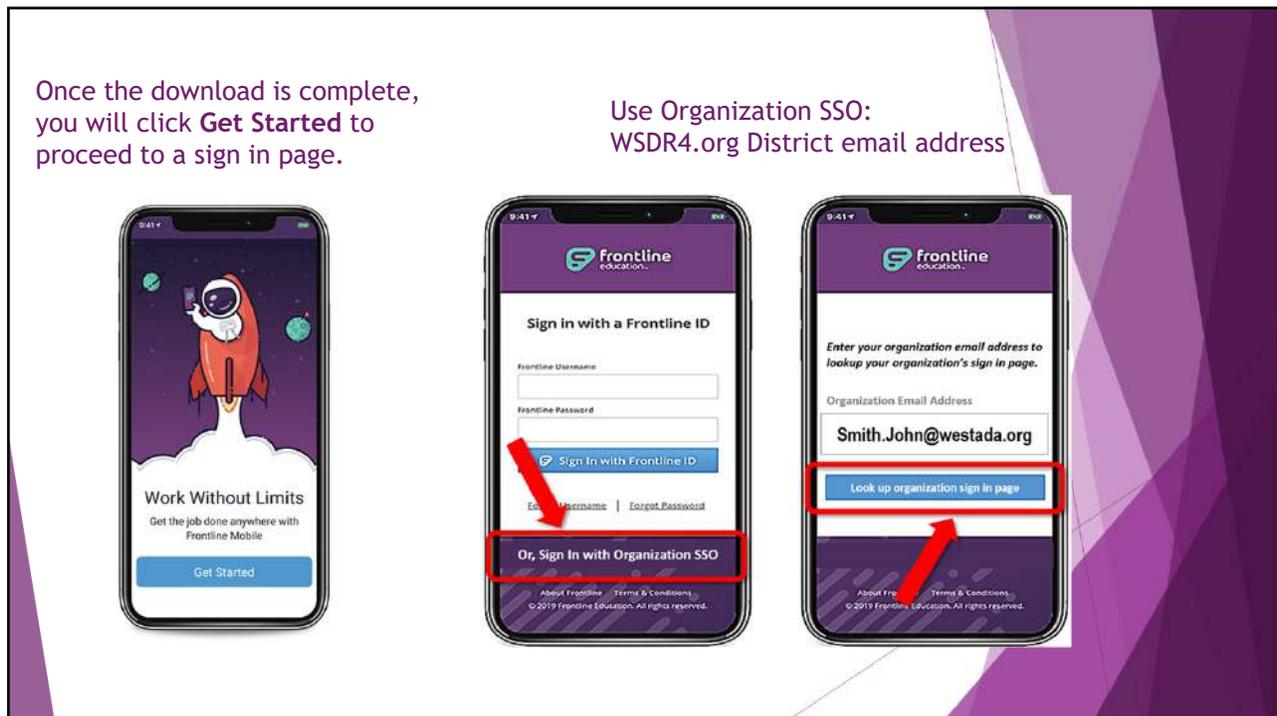
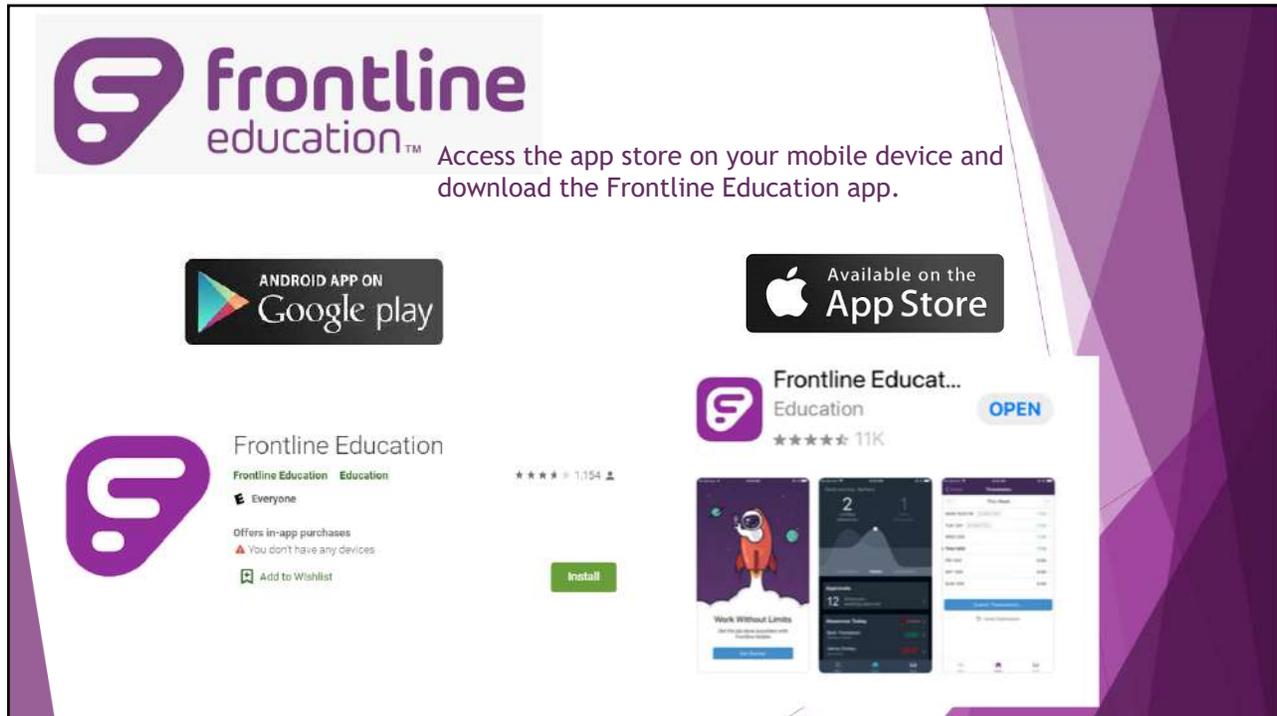


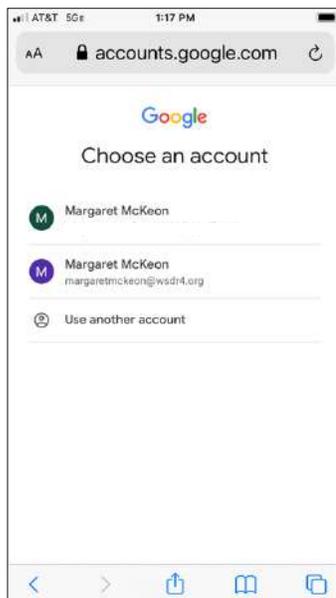
Please review and use the following instructions when entering absences.
Do not enter: 'DOCK' time for any absence
Only choose - Full Day/Half Day AM or Half Day PM. NEVER use CUSTOM.



If given the option; be sure to enable
"Touch ID" during set up



This will ensure you will not have to
enter user/password to log in



The app may ask you to verify your google account.

If you have two Google accounts (personal and WSDR4) Google will ask you to choose which account. Choose WSDR4.org

Next screen may ask you to enter your email password.

Home Page

Shows upcoming Absences that have been requested

Shows all approved Absences

You can put the two boxes in any order you want by clicking the "Reorder Widgets" button

You can "Create Absence" from either section. You do not need to determine what needs to be approved and what does not

Entering Absences

You can "Create Absence" from either section.

Select reason for absence
Note: This area scrolls up for more options

Driver/Aide Options
Listed Below are the options that are used the most

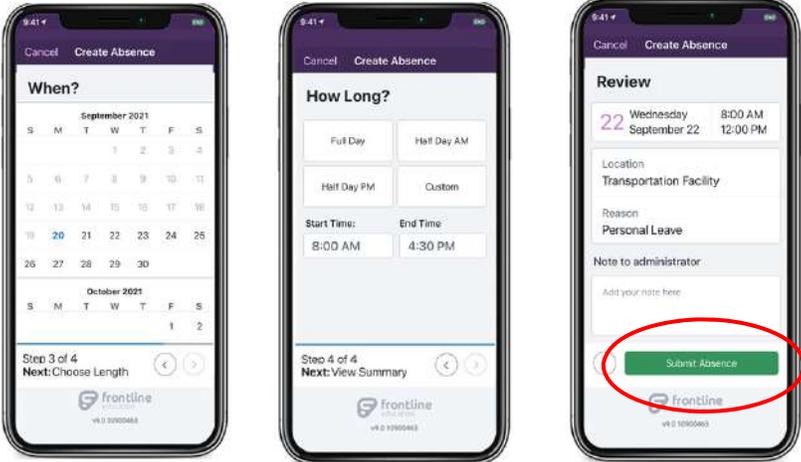
Why?

- Bereavement - Please Note Relationship in Notes to Admin
- Partial / MIDDAY (Use this to report to Dispatch that you will miss a partial shift or a MIDDAY. This does not take leave from your balance - This is a notification only)
- Personal Leave
- Sick Leave> Illness
- Civic Duty (Jury Duty)

Select the Date(s)

Select the Duration
Use only Full Day, Half Day AM or Half Day PM the system knows you are a 5.0 hr employee.
DO NOT USE CUSTOM

Review the Request and Add Notes
Required for Bereavement (Relationship)



The image displays three sequential smartphone screens from the 'frontline' app. The first screen, titled 'When?', shows a calendar for September 2021 with the 20th selected. The second screen, titled 'How Long?', offers options for 'Full Day', 'Half Day AM', 'Half Day PM', and 'Custom', with 'Start Time' set to 8:00 AM and 'End Time' to 4:30 PM. The third screen, titled 'Review', shows the selected date (Wednesday, September 22) and time (8:00 AM to 12:00 PM), along with location 'Transportation Facility' and reason 'Personal Leave'. A green 'Submit Absence' button at the bottom is circled in red.



Make sure that you see the message that your absence was created. You may "view" it again or simply click okay

You are done!

The image shows a smartphone screen displaying a confirmation message. The message reads 'Absence Created' and 'Your absence was created successfully.' Below the message are two buttons: 'Okay' and 'View Absence'. The 'Submit Absence' button from the previous screen is still visible at the bottom of the screen.