

Understanding Favorite 5 Substitutes

absence-help.frontlineeducation.com/hc/en-us/articles/360019142654-Understanding-Favorite-5-Substitutes

Setting up preferred substitutes lists can help ensure substitutes with rapport in classrooms and schools are able to "see" available jobs early. A substitute can be on the preferred subs list for the district, a school, and/or an employee. Substitutes on employees' lists are typically meant to see jobs as soon as they are created, however, the system does not notify them about available jobs.

To learn more about percent visibility, please be sure to review our [Percent Lead Time Visibility](#) article.

The favorite 5 substitute feature allows district employees to distinguish 5 of their most preferred substitutes. The main benefit of marking subs as favorite 5 is that they will be notified about available jobs shortly after they are created, increasing the likelihood that the jobs will be filled by reliable and vetted replacements.

When substitutes are preferred directly by employees, and are only on employees' preferred subs lists, those subs must still log in and proactively search for those jobs to accept them. If you want the system to notify substitutes about available jobs for employees, they will need to be marked as favorite 5 substitutes on the employees' preferred subs lists.

How are Favorite 5 Substitutes Notified?

The primary notifications sent out to favorite 5 subs are in email form and will send within 5 minutes of the absence creation time.

If a substitute is on the preferred list - and is not marked as a favorite - notices a job within the 5 minutes it takes the system to generate and send advanced emails, you may see preferred-only subs accepting jobs before a substitute who has been designated as a favorite.

The following image depicts a sample of the email that a favorite 5 sub will receive if they are available and meet any other enforced requirements.



Mon 12/10/2018 2:38 PM

NetPost@AesopOnline.com

Preferred Substitute Alert: Lindsay Bluth has posted a job

To Johnny Hildreth

Phish Alert

+ Get more add-ins

As a friendly notification, we wanted to let you know that Lindsay Bluth has posted an available job starting on 12/11/2018.

Click the link below to view the details if you are interested:

http://www.aesoponline.com/login.asp?location=/subweb/sub_accept_job.asp&absr_id=337490511

Please do not reply to this system generated message. If you need help or have additional questions, please send an email to mailto:.

Thank you for using the substitute assignment system. Powered by AESOP.

Disclaimer: This job was available at the time this email was sent. That status of the job may have changed since that time.

Administrators are able to verify when notification emails are sent to favorite 5 subs in the absence details. Email details display in the "Absence/Vacancy Log" tab. Any favorite 5 appear as "Advance Emails Sent" in the "Status" column. It's corresponding "Description" column can list up to 5 email addresses to whom the email was sent.

Log Entries for Confirmation # 337490511				
Description	Who	Where	Date	Status
Absence Date 12/11/2018	Bluth, Lindsay	Teacher Web	12/10/2018 2:37:23 PM	Created
Day: 12/11/2018 8:00 AM - 4:30 PM	Bluth, Lindsay	Teacher Web	12/10/2018 2:37:23 PM	Created
Recipients: jehildreth@frontlineed.com,		Automated Process	12/10/2018 2:38:03 PM	Advance Emails Sent

A phone call will also be placed to favorite 5 subs to notify them of available jobs. Calls take place during the first evening call period as long as calling has not been disabled. The favorite 5 sub calling feature will only work if the preferred substitute list calling sequence is set to "In Random Order" rather than "In the Call Order Specified Below." You can verify this setting within any employee preferred subs list in the "Calling Sequence" section beneath the employee's name.

What else is required of Favorite 5 Substitutes?

A favorite 5 substitute will only be notified about jobs if they are available to work on the day of the absence. A favorite 5 substitute must also meet any other enforced requirements (such as skills) for absences as any "normal" (non-favorite) substitute would. They are not automatically assigned to available jobs. Instead, they are alerted that jobs exist, and can then decide if they want to log in to review and accept.

There are only 5 available spots any employee can designate favorite substitutes to. Employees do not need to fill each of the 5 spots, but no more than 5 can be allotted. Employees have the option to rank their favorite 5 substitutes, but the order does not matter from an advanced email perspective.

Each of the favorite 5 can receive an advanced email simultaneously. Calling notifications are in random order.

How can I Identify a Favorite 5 Substitute?

The favorite 5 substitutes feature is only available within the employees' preferred substitutes lists. Substitutes on a school list or the district's list cannot be marked as favorites.

Favorite 5 substitutes can be found under any employee's account in the system within the "Preferred Substitutes" tab. If an employee has substitutes marked as favorites, they will be at the top of his or her preferred substitutes list within the first 5 rows.

The right most column corresponding to each substitutes name is the "Favorite 5" column. The numbered grid within each cell contains radio buttons labeled 1 through 5 inclusive. Selecting a radio button number "ranks" the substitute accordingly. Any substitute with a corresponding selected radio button in this column is a "favorite". For example, as depicted in the following image, there are five favorite substitutes specified, and Billy Baldwin is ranked number 1 among them.

On List	Substitute	Exclude	Exclusion Comments	% Lead Time Visible		Minimum Visibility		Maximum Visibility		Favorite 5					Comments		
				Default	Override	Default	#	#	Default	#	#	1	2	3		4	5
						Hours	Minutes	Days	Hours								
<input checked="" type="checkbox"/>	Baldwin, Billy (No Rating)	<input type="checkbox"/>		100%		12h	0m	120d	0h			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	Parcell, Kenneth (No Rating)	<input type="checkbox"/>		100%		12h	0m	120d	0h			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	Donaghy, Jack (No Rating)	<input type="checkbox"/>		100%		12h	0m	120d	0h			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	Jordan, Tracy (No Rating)	<input type="checkbox"/>		100%		12h	0m	120d	0h			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	Seinfeld, Jerry (No Rating)	<input type="checkbox"/>		100%		12h	0m	120d	0h			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

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