

Frontline UPLOAD of Documents *Laptop or PC Only* (New Absence & Past Absences)

Upload a Document to a **New Absence**:

- Create Absence
- Enter Date, Absence Reason and Time
- Notes to Administrator if necessary
- Choose File (on the bottom of them box)
- ✓ Create Absence

Absence

✓ Create Absence Cancel

Please select a date at Board of Education and SS Office

October 2023

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

+ Add New Variation

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

255 character(s) left

File Attachments

DRAG AND DROP FILES HERE

Choose File No file chosen

✓ Create Absence Cancel

NEXT STEPS

Status: No Substitute Required

ABSENCE SUMMARY

Substitute Required
No

No Dates Selected
8:00 AM - 4:00 PM

No Reason Selected

Upload a Document to a **Past Absence**:

- Select Account from the left panel
- Select Shared Attachments
- Choose File or Drag & Drop, Upload File, Add Description and Active From/Active To dates. These would be the absence dates that the uploaded note is related to.
- ✓ Save Changes

Absence Management Manville School District

Jennifer
Employee (Admin Asst to Sup

NAVIGATION

Home

Absences

Feedback

Account

Directory

Resource Library

Shared Attachments

Upload File:
Files must be in .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx and less than 2mb

DRAG AND DROP FILES HERE

Choose File No file chosen

Number of Files: 1

File	Description	Active From	Active To	Actions
Attaching Files to an Absence.pdf	TESTING UPLOAD OF C	10/3/2023	10/5/2023	

✓ Save Changes