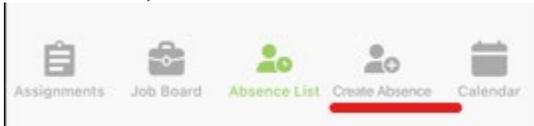


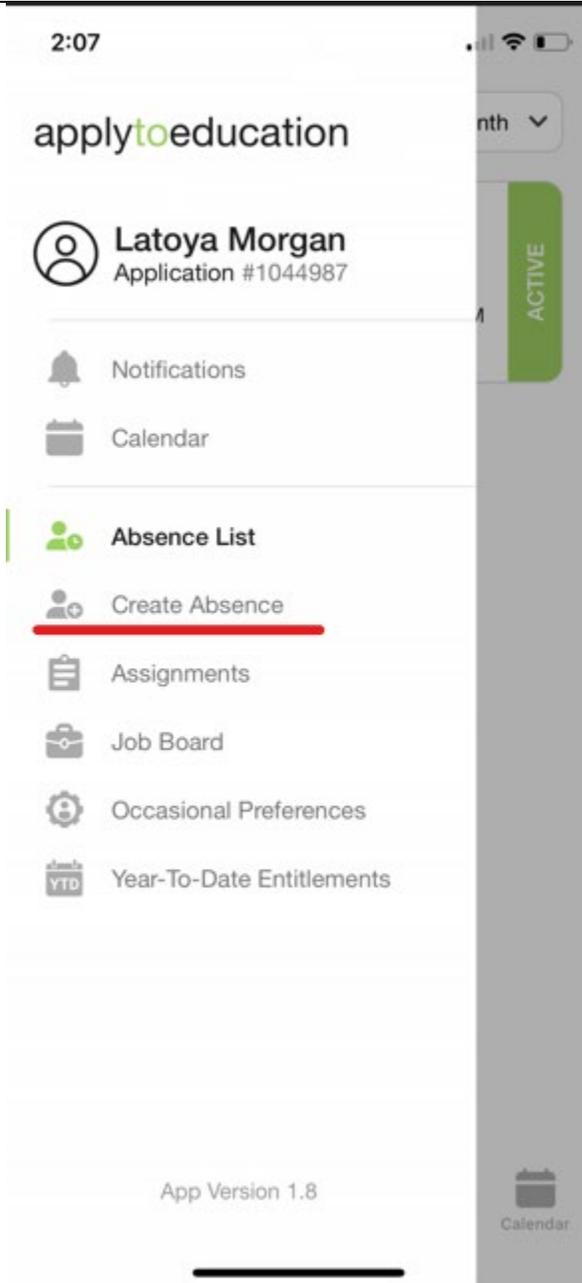
Welcome to EasyConnect's automated dispatch system. EasyConnect can be used to create absences, contact available replacements, and fill openings. The following manual will assist you with selecting and setting the EasyConnect App as your contact method of preference.

If you would like to use the EasyConnect app for creating absences, from your mobile device, download and install ApplyToEducation from the Google Play Store or Apple App Store.

Creating Absences in the App

1. Click the Create Absence button at the bottom of the page OR click the menu button in the upper left-hand corner, then click Create Absence





2. Select whether you need a replacement (this may be defaulted to Yes or No, depending on your School Board configuration) using the toggle button. Add any Assignment Details to let your replacement know

more about the assignment. Click Next

The screenshot shows a mobile application interface for creating an absence. At the top, there is a back arrow and the text 'Create Absence'. Below this is a green icon of a square with arrows and the title 'Absence Details'. A progress bar is partially filled with green. Underneath, there is a toggle switch for 'Replacement Required' set to 'Yes'. Below that is a section titled 'FIRST CONTACT' with an empty text input field. The next section is 'ASSIGNMENT DETAILS' with a text input field containing the text 'Field trip day. Details on my desk.'. At the bottom, there are two buttons: a grey 'Back' button and a green 'Next' button.

3. Select the Date of your absence. If your absence is more than one day, choose the Multiple Days button and input the date range of your absence and click OK. Select the Time of your absence, then your Assignment and the Reason for your absence. Input any Additional Info if required, then click Next.

← Absent Details A

DATE

Select Date

TIME

08:30 AM - 07:30 PM

ASSIGNMENT

Select Assignment >

REASON

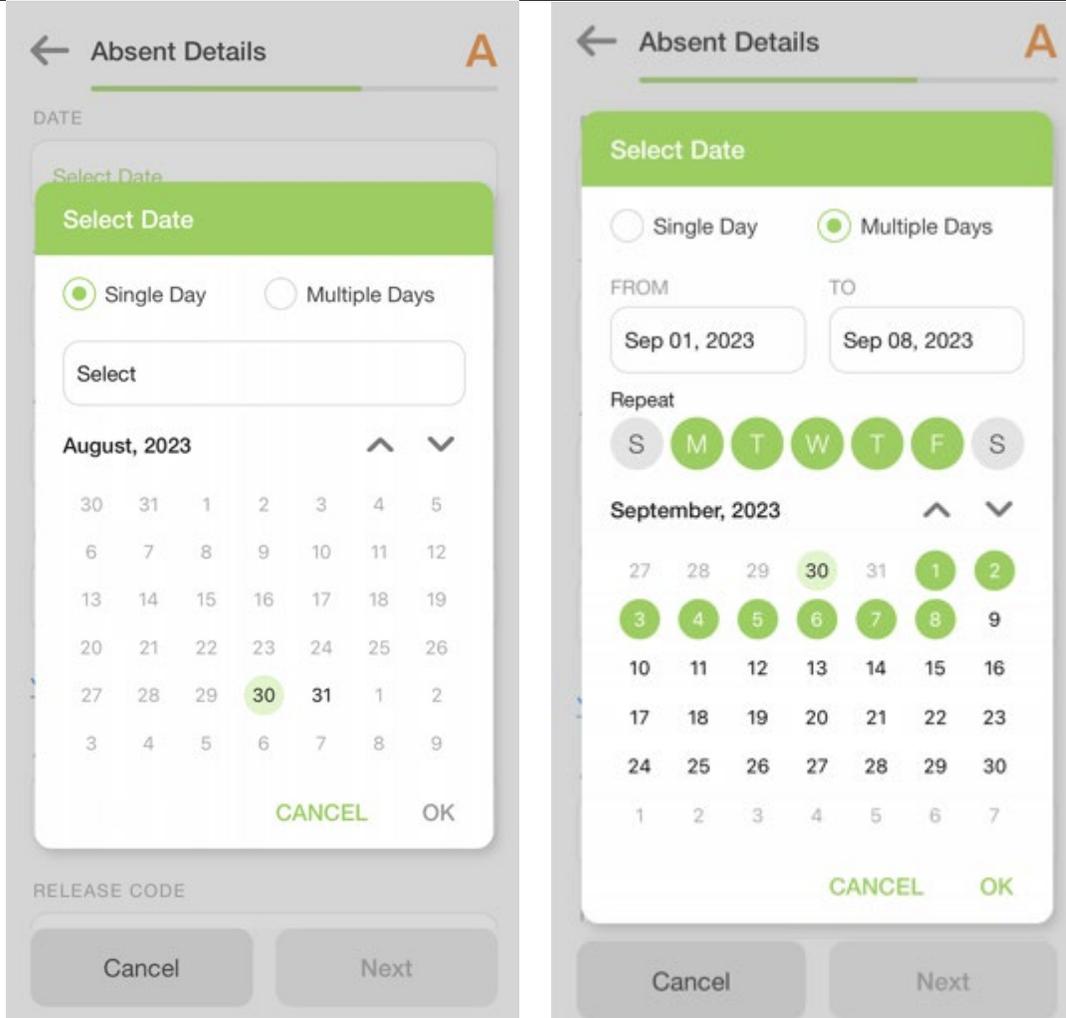
Select Reason >

[Year-To-Date Entitlements](#)

ADDITIONAL INFO

RELEASE CODE

Cancel Next

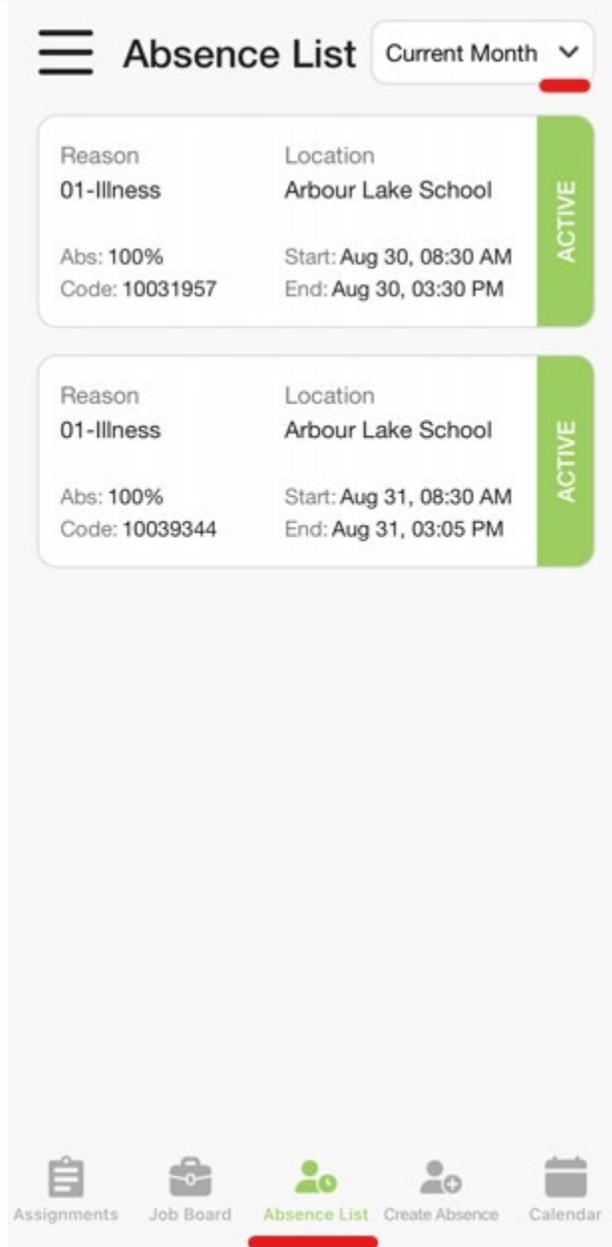


4. You will see a popup saying, "Absence Time successfully added!" at the bottom of the page, letting you know your absence was created. After that, you may add any Flags, Lesson Plan files that you may wish to share with your replacement.



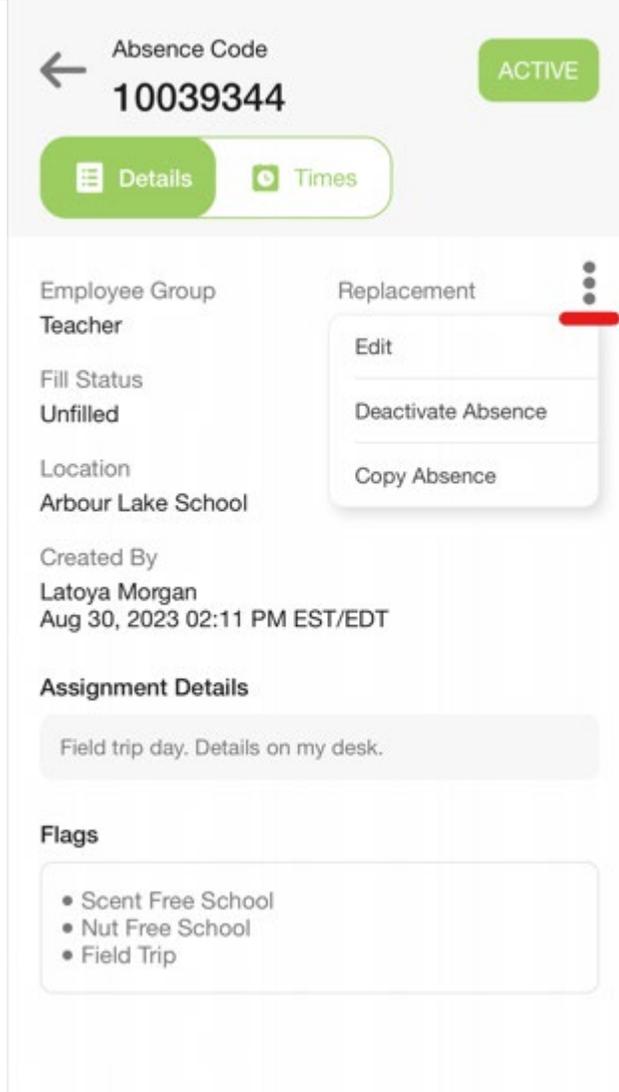
Reviewing your Absences

1. Click the Absence List button. This page defaults to the current month. To change the date range, click the down arrow with the red underline below:



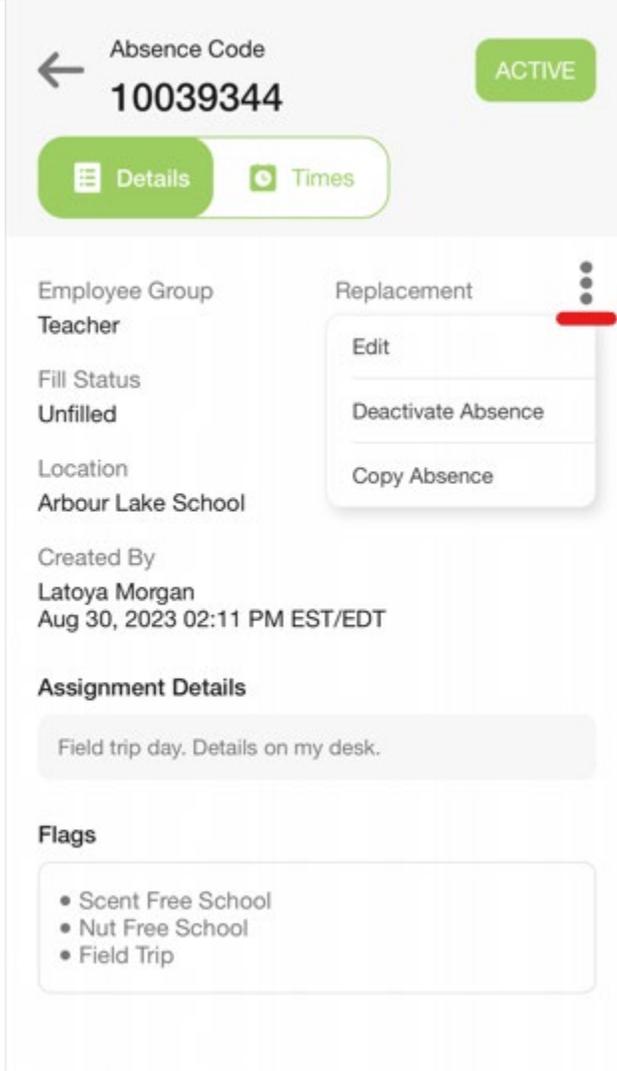
Editing an Absence

1. From the Absence List page, click on the absence you wish to edit.
2. Click the menu button (3 vertical dots underlined in red below) and click Edit. Make your edits, ensuring you save before exiting.



Deactivating an Absence

1. From the Absence List page, click on the absence you wish to deactivate.
2. Click the menu button (3 vertical dots underlined in red below) and click Deactivate Absence.



3. Input your reason for cancellation and click Save.

