












# Viewing and Managing Scheduled Jobs

You can reference your accepted jobs via the "Scheduled Jobs" tab on the homepage. This tab indicates the number of accepted jobs and includes important assignment details.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. At the top, it displays the user's name 'Melody Pond' and 'Multi-District View'. Below this are three calendar views for November 2019, December 2019, and January 2020. A sidebar on the left contains navigation icons. Below the calendars are four tabs: 'Available Jobs' (2), 'Scheduled Jobs' (2), 'Past Jobs' (2), and 'Non Work Days' (3). The 'Scheduled Jobs' tab is active, showing a table with the following data:












Date	Time	Duration	Location	Confirmation Number	Actions
Braveheart, Barbara 1st Grade Report to: Main Office CONFIRMATION #389726270					
Fri, 11/22/2019	8:00 AM - 3:30 PM	Full Day	Phoenix School District Rohirrim High School		Phone, Map
Banner, Robert Report to: Main Office CONFIRMATION #390777835 <span>Cancel</span>					
Mon, 11/25/2019	6:00 AM - 3:00 PM	Full Day	Victoria County School District Gallahorn Middle School		Phone, Map

Once selected, you can review a variety of important absence details. These include the employee's name and title, the time of the absence, the duration, and the location of each job. You can also reference the job's confirmation number and select the phone and map icons for contact and navigation details.


2 Available Jobs		2 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date ▲	Time	Duration	Location				
Braveheart, Barbara 1st Grade		 	Report to: Main Office	CONFIRMATION #389726270			
Fri, 11/22/2019	8:00 AM - 3:30 PM	 Full Day	Phoenix School District Rohirrim High School				
Banner, Robert		 	Report to: Main Office	CONFIRMATION #390777835  Cancel			
Mon, 11/25/2019	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Gallahorn Middle School				

## Email the Employee

If you have been given the permission to email employees, you may see a blue envelope icon in the job info. This link will open the email client on your computer and pre-fill the employee's email address.

2 Available Jobs		2 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date ▲	Time	Duration	Location				
Braveheart, Barbara 1st Grade		 	Report to: Main Office	CONFIRMATION #389726270			
Fri, 11/22/2019	8:00 AM - 3:30 PM	 Full Day	Phoenix School District Rohirrim High School				
Banner, Robert		 	Report to: Main Office	CONFIRMATION #390777835  Cancel			
Mon, 11/25/2019	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Gallahorn Middle School				

## Attachments


To view the attachment, click the  **paperclip** icon. This will open a pop-up window with the attachment(s) listed. Click the attachment icon to open it.

The screenshot shows the 'Scheduled Jobs' tab with a table containing the following data:

Date	Time	Duration	Location
Braveheart, Barbara 1st Grade	8:00 AM - 3:30 PM		
Fri, 11/22/2019	8:00 AM - 3:30 PM		
Banner, Robert	Report to: Main Of		
Mon, 11/25/2019	6:00 AM - 3:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School

A 'Files' modal is open over the first row, displaying a document titled 'Lesson Plan.docx'. A red box highlights the paper icon in the first row's header.

## Notes

The creator of the absence may also attach a note, and you can view its contents by selecting the  paper icon.

The screenshot shows the 'Scheduled Jobs' tab with a table containing the following data:

Date	Time	Duration	Location
Braveheart, Barbara 1st Grade	8:00 AM - 3:30 PM		
Fri, 11/22/2019	8:00 AM - 3:30 PM		
Banner, Robert	Report to: Main Of		
Mon, 11/25/2019	6:00 AM - 3:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School

A 'Notes' modal is open over the first row, displaying the text: 'Please review chapter 5. Thank you!'. A red box highlights the paper icon in the first row's header.

## Cancelling a Job

Depending on the permissions given to you in Absence Management, you may be able to [cancel a job](#) after you have accepted it.



Not all absences will have the option to cancel. (These restrictions might occur if a job is too close to its start time, etc.) If you *can* cancel a job, you will see a red

"Cancel" button. Please contact your District Administrator if you require assistance.

In the following example, take note how one job includes the option to cancel while the other does not.

2 Available Jobs		2 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date	Time	Duration	Location				
Braveheart, Barbara 1st Grade   Report to: Main Office CONFIRMATION #389726270							
Fri, 11/22/2019	8:00 AM - 3:30 PM	Full Day	Phoenix School District Rohirrim High School				
Banner, Robert   Report to: Main Office CONFIRMATION #390777835 <b>Cancel</b>							
Mon, 11/25/2019	6:00 AM - 3:00 PM	Full Day	Victoria County School District Gallahorn Middle School				

When you click "Cancel", a pop-up window will prompt you to confirm the cancellation and to provide an optional reason for your decision. Choose a reason from the dropdown, if desired, and click **Yes, Cancel Job** to confirm.

A job cannot be recovered once it has been cancelled. Please ensure you do not want the job prior to completing this process.

**Cancelling Job**

Are you sure you want to cancel job 390777835?

**Choose a Cancellation Reason (optional)**

None Selected

No **Yes, Cancel Job**

Once this selection is made, a pop-up message will confirm that the absence has been successfully cancelled. Click "x" to dismiss the pop-up.