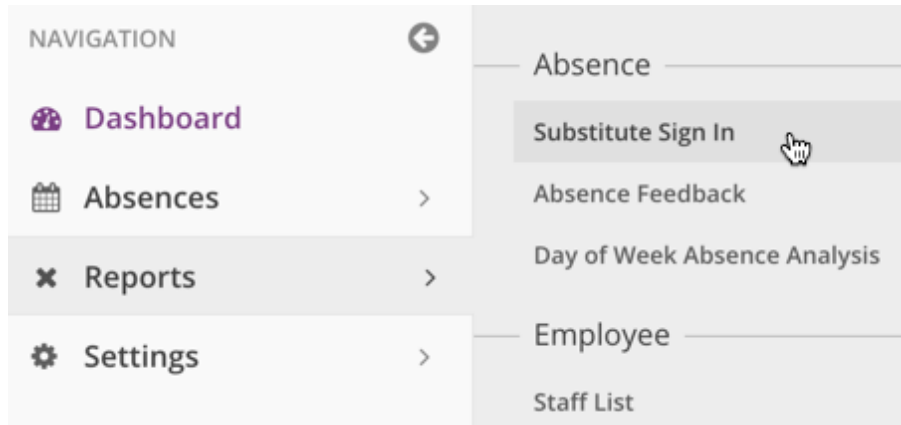


# Using the Substitute Sign-In Report

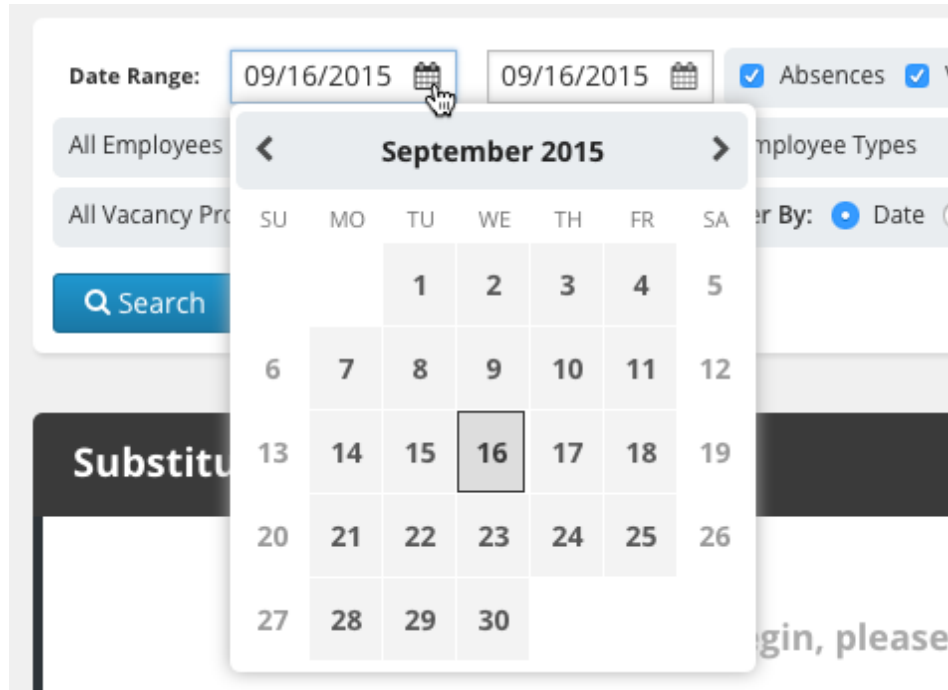
[absence-help.frontlineeducation.com/hc/en-us/articles/115003384368-Using-the-Substitute-Sign-In-Report](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384368-Using-the-Substitute-Sign-In-Report)

Don't you wish there was a way to generate a list of substitute's jobs so they can sign in when they arrive for their job? Well, now you can!

To access the report, first click on **Reports** in the side navigation bar. Then, under the "Absence" heading, click on **Substitute Sign In**.



Now, select the date range you want to print the sign-in sheets for by clicking the text boxes with the calendar icons, and then adjusting the month and day on the pop-up calendar.



Now adjust the check boxes to show absences, vacancies, or both. For this example, we will be printing jobs for absences, so we will uncheck the "Vacancies" box.

If you want to print a sign in sheet for a specific employee, employee type, or substitutes, you can do so by using the drop-down boxes. Just click on the button and check the boxes you want to show on the sign in sheet.



Now, select if you want to order the list by the employee's name or by date by clicking the **radio button**.

When you are ready, click the **Search** button.

Order By:  Date  Employee

A list will generate below.

Date Range: 09/16/2015 09/16/2015

All Employees Employees

All Vacancy Profiles Vacancy Profiles

**Search** Print

Substitute	Signature	Start/End	Employee	Conf. #
<b>Wednesday, September 16, 2015</b>				
Charles Andrews Crabapple Cove High School	x	Full Day 07:00 AM - 03:30 PM	Hunnicut, BJ Philosophy Teacher Hrly	152279927
Charles Winchester Crabapple Cove High School	x	Full Day 07:45 AM - 04:15 PM	Pierce, Benjamin Chief teacher Teacher	152279922

button at the upper right corner of the list, or the link beside the "Search" button.

Now your substitutes can sign their names by the "x" in the "signature" column when they arrive for their job!

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Date Range: 09/16/2015 09/16/2015

All Employees Employees

All Vacancy Profiles Vacancy Profiles

**Search** Print 