



ReadySub for Employees

Employee User Guide

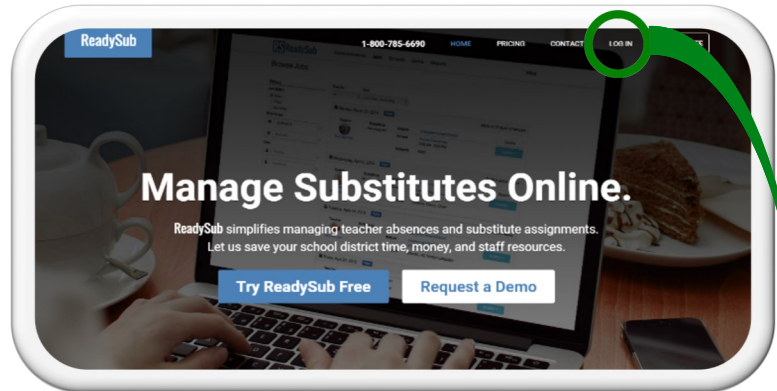


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What is ReadySub?

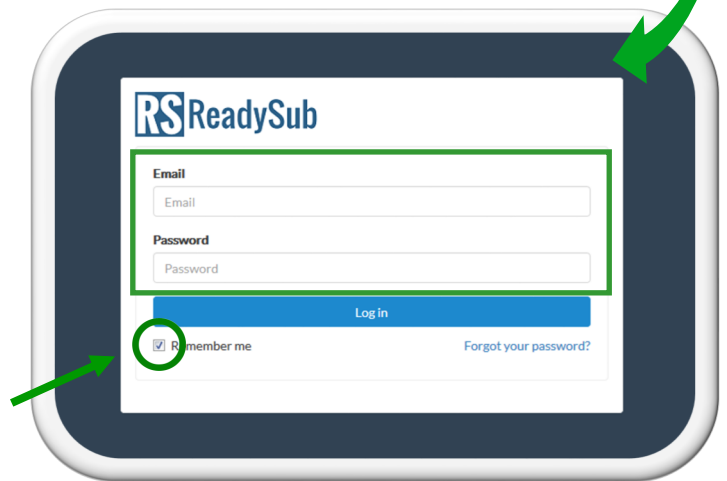
ReadySub is a state of the art employee absence management and substitute placement system. As an employee you can post absences, upload lesson plans and notes, assign and request substitutes, receive email and optional text notifications, select favorite substitutes, track your absences and receive announcements from administrators.



Log In

To log in to ReadySub, enter www.readysub.com into your internet browser. Navigate to the top right corner of the screen and select Log in. You will be redirected to the ReadySub login page where you can enter your email address and password.

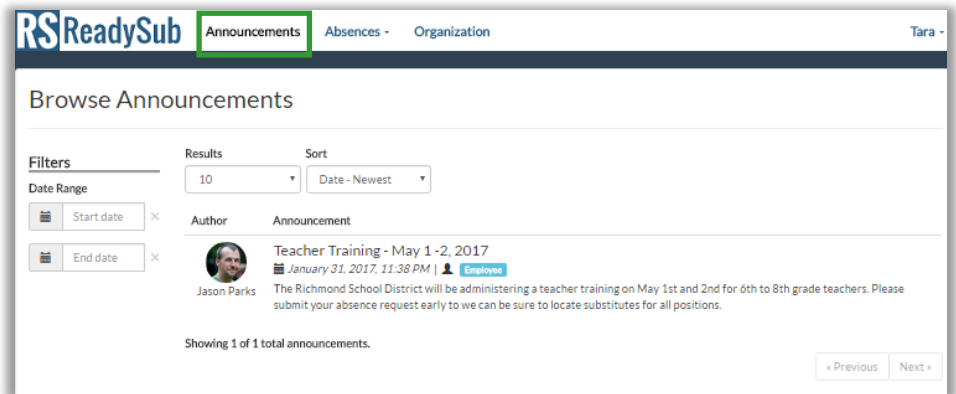
Once your account is activated, you will receive a Welcome email with a temporary password. You can then update your password for future logins. If you would like ReadySub to remember your username and password, make sure to check the Remember Me box towards the bottom left corner of the screen.



Announcements

As an employee, you have access to organization wide announcements. To access them, simply click on the Announcements tab towards the top left portion of your screen.

Included in each announcement is the creator's name, title, and photo, the date of publication, the header, and the body of the post.



Post an Absence

To post an absence, navigate to the Absences drop down and select Post an Absence. You will see a five part posting process at the top of the page.

Step 1 is the Summary section and where you select the absences' date, reason, and classification.

Step 2 is the Itinerary section and includes the schedule, start time, end time, position, room number, and report to person.

Step 3 is the Substitute section and allows you to post the job to the pool of available substitutes, request up to five substitutes, or assign a substitute directly to the absence. To post to the pool simply select Post to Pool followed by the Next button. To request one or more substitutes, click the Add button next to Requested Substitutes. All Requested Substitutes will have 72 hours from the time the job is posted or until 5:00PM local time the night before (whichever is sooner) to accept the position. After the request period is over, if none of the requested substitutes have accepted the job, it will be posted for all qualified substitutes to view/accept. Should you set an substitutes as Favorites, they will automatically populate into the favorites section under the Requested option. To assign a substitute directly to a job, select the Substitute drop down and choose any substitute that meets the classification and scheduling requirements of the job.

Step 4 is the Notes and Attachments section and allows you to add information for your substitutes to view. These fields are optional and can be added later on.

Step 5 is the review and confirmation section. To complete the absence submission, click Post and you will be sent directly to the details page so you can review the submission. If the absence requires administrator approval the status will be "Pending Approval." If not, it will say Open or Filled.

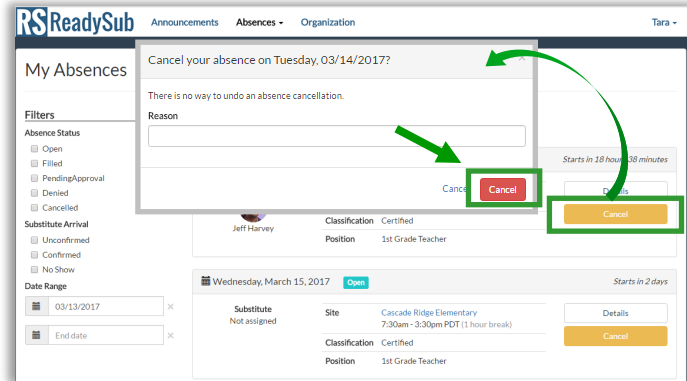
The image displays a sequence of five screenshots from the RSReadySub application, illustrating the five-step process for posting an absence. Green arrows connect the screenshots to show the flow from one step to the next.

- Step 1: Summary** - The 'New Absence' screen shows the 'Summary' tab. Fields include 'Absence Date' (03/13/2017), 'Absence Reason' (Illness), and 'Job Classification' (Certified).
- Step 2: Itinerary** - The 'New Absence' screen shows the 'Itinerary' tab. Fields include 'Schedule' (Full Day 7:30am - 3:30pm), 'Start Time' (7:30am), 'End Time' (3:30pm), 'Job Position' (1st Grade Teacher), 'Room' (301), and 'Report To' (John Smith).
- Step 3: Substitute** - The 'New Absence' screen shows the 'Substitute' tab. Options include 'Post to Pool', 'Request Substitutes', and 'Assign to Substitute'. A list of 'Requested Substitutes' is shown, including 'Franco Substitutes' and 'Additional Requested Substitutes'.
- Step 4: Notes / Attachments** - The 'New Absence' screen shows the 'Notes / Attachments' tab. Fields include 'Absence Notes (optional)' and 'Attachments (optional)'.
- Step 5: Finish** - The 'New Absence' screen shows the 'Finish' tab. A 'Review Absence' section displays the details of the submission, including Date, Substitute, Report To, Reason, Classification, Site, and Schedule. A 'Post Job' button is visible at the bottom.

Cancel an Absence

To cancel an absence, access the My Absences page and click Cancel next to the absence. You can designate a reason for cancelling the absence (optional) so your administrators are fully informed.

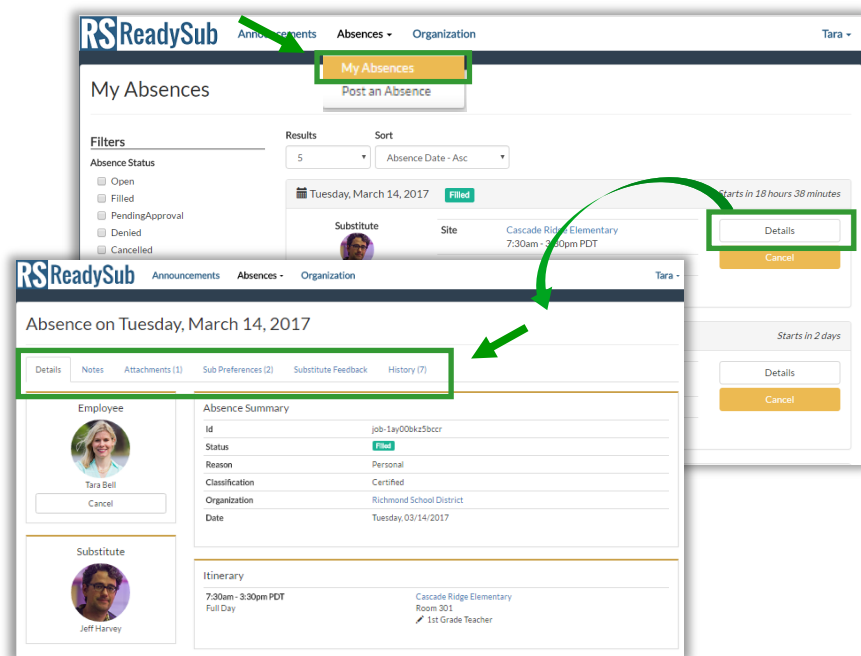
You can cancel an open absence as well as one that has already been filled. In the event that a substitute has already been assigned to the absence, they will be notified that their job has been cancelled.



View your Absences

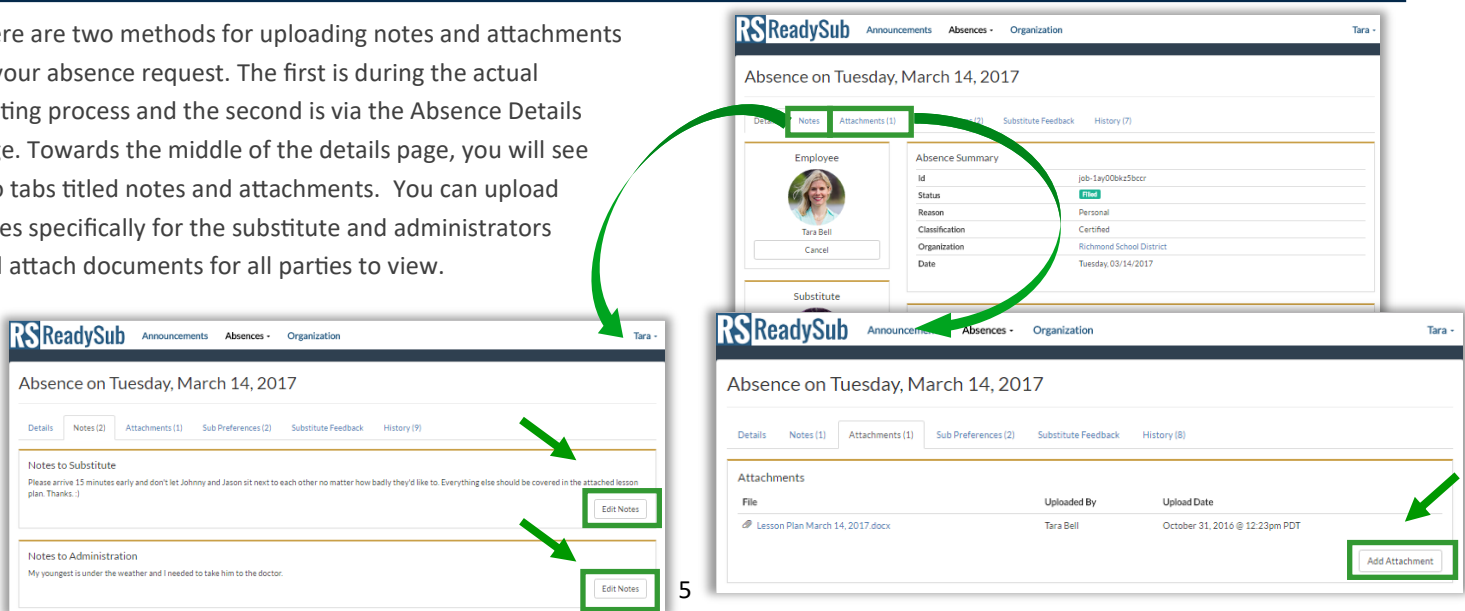
To view any of your absences, navigate to the My Absences page at the top of your screen. Included in each listed absence is its status, time, date and your organization, site, and name.

To view absence details, upload notes and attachments or to cancel an absence, click the Details button next to the absence. In addition to the time, date, organization, and site, you'll see the absence history, any preferred and blocked substitutes, and any notes and attachments you've added.



Add Notes & Attachments

There are two methods for uploading notes and attachments to your absence request. The first is during the actual posting process and the second is via the Absence Details page. Towards the middle of the details page, you will see two tabs titled notes and attachments. You can upload notes specifically for the substitute and administrators and attach documents for all parties to view.

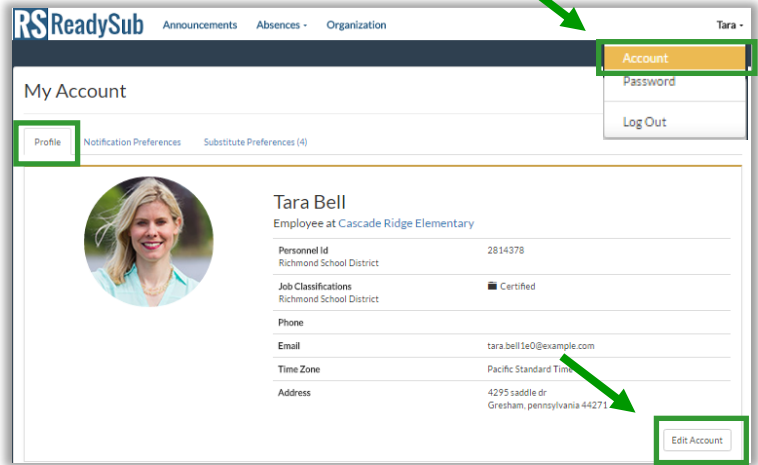


Edit Your Profile

To access your personal account information, hover over your name and select the Account tab towards the top right corner of the screen.

Towards the middle of the page you'll see three tabs labeled Profile, Notification Preferences and Substitute Preferences.

To edit your Profile information, click the Edit Account button towards the bottom right portion of the screen.

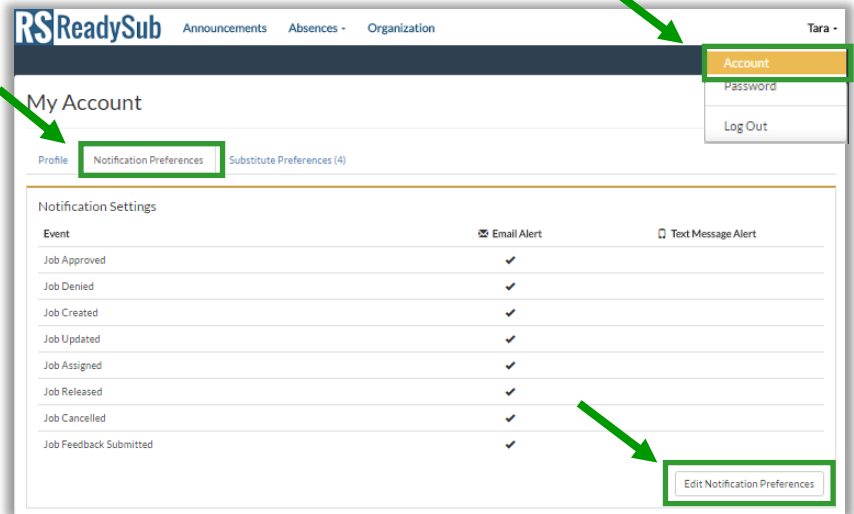


Update Your Notification Preferences

As an employee you can update your notification preferences by hovering over your name and selecting Account followed by the Notifications Preferences tab.

You can be notified via text and email when an absence is created, edited, or cancelled, when a substitute is assigned to/accepts the job, and if they've provided feedback on their classroom experience.

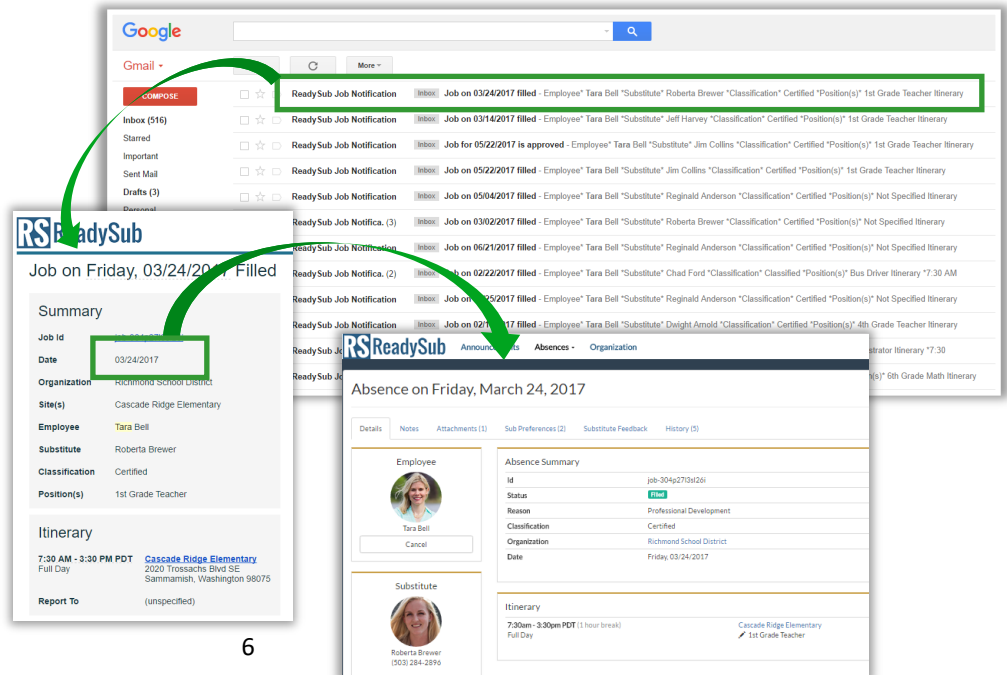
Depending on your administrator preferences, certain absence reasons (vacation for example) may require an administrator approval. In these cases you can be notified via text message and email when an administrator approve/denies your request.



Email Notifications

As an employee you can receive email notifications when absences are created, edited, cancelled, accepted by a substitute, assigned to a substitute by an administrator, approved or denied by an administrator and if a substitute has left any feedback on their classroom experience.

To access the absence, open the email notification and click on the Job ID link. If you're logged into ReadySub, you will be taken directly to the Job Details page. If you're not logged in, you will be sent to the ReadySub login page and upon logging-in, you will be taken directly to the Job Details page.



Text Notifications

As an employee you can receive text message notifications when absences are created, edited or cancelled by an administrator, accepted by a substitute, assigned to a substitute by an administrator, approved or denied by an administrator, or if a substitute releases a job prior to the start date or has left any feedback on their classroom experience.

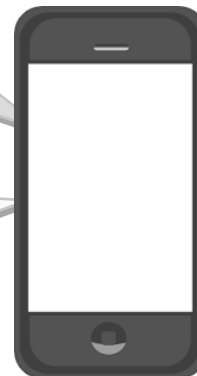
To adjust your text message settings, go to your Account page followed by the Notification Settings tab. To access the absence from a text message, simply click on the corresponding link and login.

Your job on Thursday 10/3/2017 was filled by Substitute Ava Boyd. Details: www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 was approved! Details: www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 has been updated. Details: www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 was re-released by Substitute Ava Boyd. Details: www.goo.gl/R01MVK



Favorite & Blocked Substitutes

ReadySub offers employees the ability to set up to 5 favorite substitutes and block up to 5 substitutes.

Favorite Substitutes automatically populate into each of your absence posts as Requested Substitutes. Requested Substitutes are the first to be notified of your absences and can accept your absences/jobs before the rest of the available and qualified substitutes in your organization are notified.

Blocked Substitutes are unable to view any of your absences or receive notifications. Should an administrator attempt to assign a blocked substitute to one of your absences, ReadySub will notify them that they've been blocked.

The screenshot shows the 'Edit Substitutes Preferences' page. At the top right, the 'Account' menu is highlighted with a green arrow. Below it, the 'Favorite Substitutes' section has an 'Add' button circled in green. The 'Blocked Substitutes' section also has an 'Add' button circled in green. A 'Save' button is highlighted with a green box and a green arrow. Two pop-up windows titled 'Select a blocked substitute' are shown, each containing a search bar and a list of substitute names: Reginald Anderson, Dwight Arnold, Ramona Bailey, Leonard Barnes, Camila Barrett, Constance Bates, Genesis Bell, Roberta Brewer, Andy Brunke, and Benjamin Bryant. The bottom of each list says 'Showing 10 of 48 total substitutes'.

Your Organization

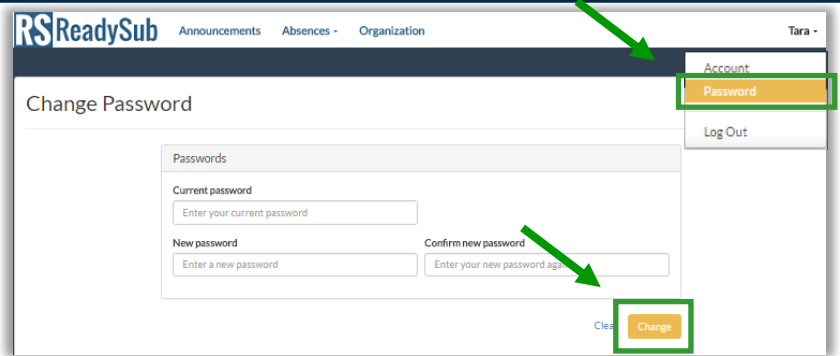
The Organizations tab is a way to access your administrator's contact information including phone number, address, and the website of your organization.

The screenshot shows the 'Organization' page for the Richmond School District. The 'Organization' tab in the top navigation bar is highlighted with a green box and a green arrow. The page displays the following information:

Profile	
Phone	(425) 837-7000
Website	www.testwebsiterichmond.com
Address	565 NW 8th Street Issaquah, WA 98023

Change Your Password

To change your password, hover over your name and select Password. Submit your current password followed by your new password. Select Change to finalize the newly created password.

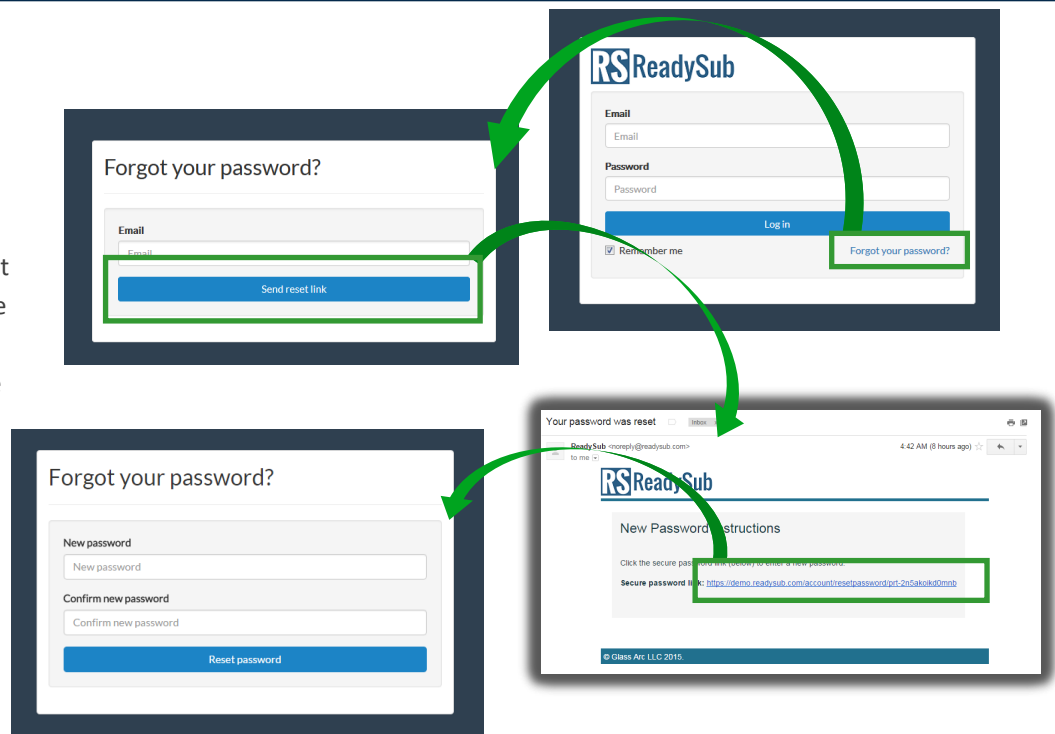


Forgot Your Password

In the event that you forget your password and need to generate a new one, go to the log in page at www.readysub.com/account/login and select Forgot your password?

You will be redirected to the Forgot Password page where you can type in your email address. Upon selecting Send Reset Link, you will be emailed a link to create a new password.

The link is valid for 24 hours and connects you directly to the page where you can type and confirm your new password.



Log Out

To log out of ReadySub from any page on the platform, hover over your name and select Log Out. You will be taken directly out of the system and back to the ReadySub login screen.

