

Setting and Changing Call Times

absence-help.frontlineeducation.com/hc/en-us/articles/115003384928-Setting-and-Changing-Call-Times

By default, absence management calls you for jobs during the time period set up by your school district. You can customize these times or turn off calling altogether.

If you wish to edit your options, simply click the **Preferences** tab on the home page.

The screenshot shows the 'Absence Management' interface for Victoria County School District. The top navigation bar includes the user name 'Melody Pond' and a 'Multi-District View' option. A left-hand navigation menu lists 'Home', 'Available Jobs', 'History', 'Feedback', and 'Preferences'. The main content area displays three calendar views for May 2017, June 2017, and July 2017. The 'Preferences' option in the navigation menu is highlighted with a mouse cursor.

Now, click the **Call Times** option in the "Preferences Menu."

The screenshot shows the 'Call Times' configuration page for Victoria County School District. The page title is 'Call Times' and it includes a dropdown menu for the district name. A toggle switch for 'Accept phone calls for available jobs?' is set to 'Yes'. The page is divided into sections for 'Morning' and 'Evening' call times, with columns for each day of the week (Sunday through Saturday). Below these sections is a 'My Preferences' table with 'Edit' buttons for each day.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District						
Morning						
No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
Evening						
4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

Absence management displays your district's default morning and evening call times. Click the **Edit** button to change your call time settings and edit each day as needed.

Call Times

Victoria County School District

Accept phone calls for available jobs? Yes No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District						
Morning						
No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
Evening						
4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

This actions brings up a window where you determine daily call times.

Your Call Time Preferences for Sunday ✕

District Call Times

Morning: 5:30 AM to 12:00 PM

Evening: 4:00 PM to 10:00 PM

My Preferences

Don't Call Me

Call me during the district call times

Call me between and

Cancel
Apply To All
Apply only to Sunday

- **Don't Call Me** - Choose this option for absence management to not call on the selected weekday.
- **Call me during the district call times** - Make this selection to return call times to the district's default setting.

- **Call me between** - Enter the earliest and latest times absence management can send a call notification.

Once you pick your settings, you have two options:

- **Apply to All** - This setting applies these particular settings to every day of the week.
- **Apply only to** - This option only applies your settings to the selected workday.

Turning Off Calling

The system provides two additional call time options in the top right corner of the page. You can either continue to accept incoming calls or disable the feature.

Call Times Victoria County School District

Accept phone calls for available jobs?
 Yes No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District						
Morning						

Determine your preferences and select the "No" option if you wish to completely turn off calls from absence management.

A pop-up box will appear. click **OK** in the confirmation box to confirm this change.

Confirm ✕

You will not receive any further phone calls from Victoria County School District

Cancel OK

This action causes absence management to no longer call with job offers but you can still search for jobs online.

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