

# Viewing and Managing Scheduled Jobs

[absence-help.frontlineeducation.com/hc/en-us/articles/115003266167-Viewing-and-Managing-Scheduled-Jobs](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266167-Viewing-and-Managing-Scheduled-Jobs)

To view a list of your currently scheduled jobs in absence management, click the **Scheduled Jobs** tab on your home page. The tab will have a number on it indicating how many currently-scheduled jobs you have at this time.

The screenshot shows the Absence Management interface for Victoria County School District. At the top, there are navigation icons and user information for Melody Pond. Below the navigation is a calendar view for May, June, and July 2017. The 'Scheduled Jobs' tab is selected, showing a table of scheduled jobs.

7 Available Jobs							2 Scheduled Jobs		2 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location									
Banner, Robert    Physics Professor    Report to: Main Office    CONFIRMATION #258396806												
Thu, 5/11/2017	6:00 AM - 3:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools									
Romanoff, Natasha    Mediator Specialist    Report to: Main Office    CONFIRMATION #258415398												
Mon, 5/15/2017	6:00 AM - 3:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools									

When you click this tab, your scheduled jobs will be listed in the main window. The details of each job will be displayed including the name and title of the employee, the time of the absence, the duration, and the location of the job. Your confirmation number will also be listed here. The phone and map icons can be accessed on this page as well.

This is a close-up view of the 'Scheduled Jobs' tab. It shows a table with columns for Date, Time, Duration, and Location. The table lists two scheduled jobs for Robert Banner and Natasha Romanoff.

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## Email the Employee

If you have been given the permission to email employees, you may see a blue envelope icon in the job info.

Banner, Robert Physics Professor  		Report to: Main Office		CONFIRMATION #258396806	
Thu, 5/11/2017	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Victoria County Community Schools		 
Romanoff, Natasha Mediator Specialist  		Report to: Main Office		CONFIRMATION #258415398	
Mon, 5/15/2017	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Victoria County Community Schools		 

Clicking this icon will open up the email client on your computer with the employee's email address already typed in.

## Attachments

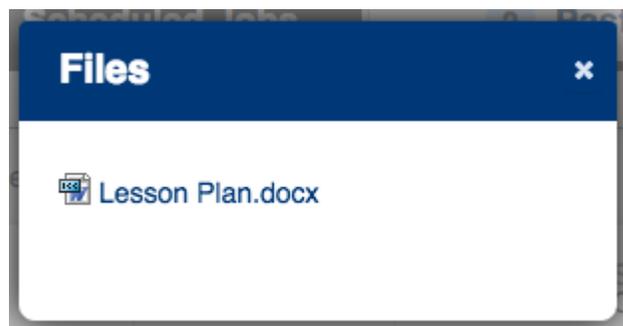
To view the attachment, click the paperclip icon.

Banner, Robert Physics Professor  		Report to: Main Office		CONFIRMATION #258396806	
Thu, 5/11/2017	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Victoria County Community Schools		 
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This will open a pop-up window with the attachment(s) listed. Click the **attachment icon** to open it up.

### Notes

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



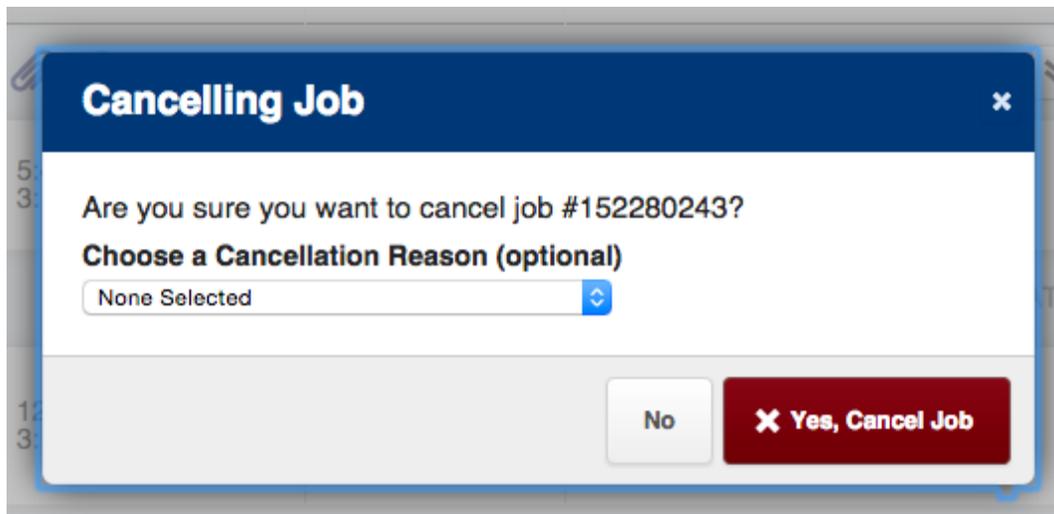
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## Cancelling a Job

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. As an example, if a job is too close to its start time, absence management may not allow you to cancel it. If you do have the ability to cancel a job, you will see a red **Cancel** button.

Banner, Robert Physics Professor   Report to: Main Office		CONFIRMATION #258396806 	
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When you click the Cancel button, you will see a pop-up window asking you if you are sure you want to cancel the absence. Choose a cancellation reason from the dropdown box provided. Then, click **Yes, Cancel Job** to confirm.



After you have canceled the absence, you will see a pop-up letting you know the absence has been successfully cancelled. Dismiss the pop-up by clicking the **X**.

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