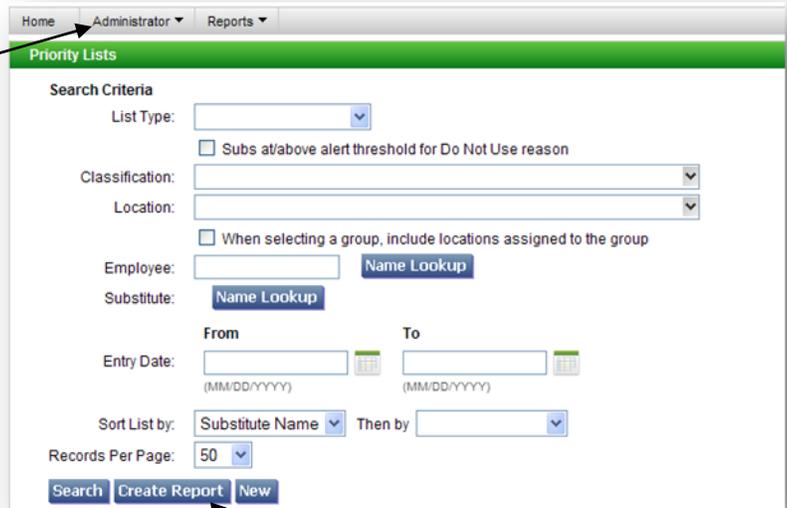


### Preferred:

Choose Priority Lists in the Administrator tab

At this point you are ready to search for people already on your lists.

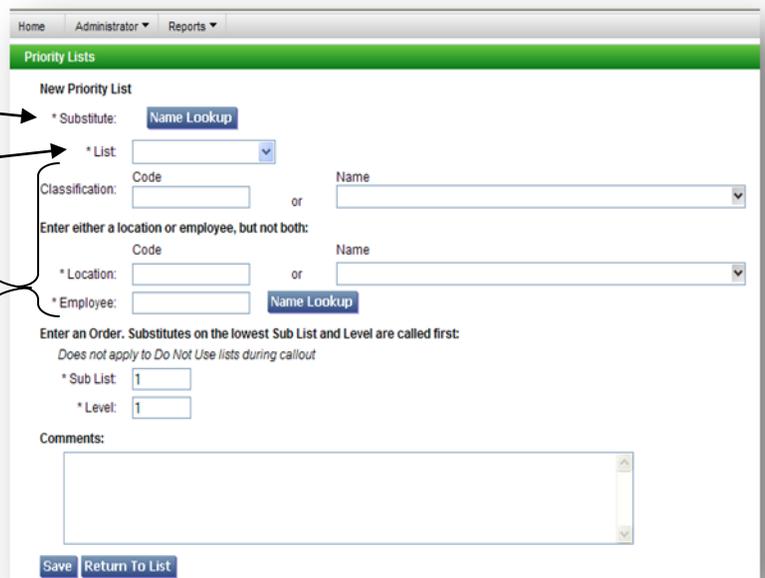
To add someone to one of your Preferred list:



Choose "New" at the bottom of the page

Do a Name Look up for the substitute you want to add to your preferred list.

Choose the type of list (preferred)



**Choosing Classification:** This is if you want a substitute called first because of their certification (RECE, Non-ECE, Dietary)

**Choosing Location:** this is if you want a substitute called first for your overall location (doesn't matter which room, just an overall preferred).

**Choosing Employee:** This is where you are selecting a preferred substitute to come in when a certain employee is going to be away.

For Location/Employee, you can only choose one of these.

Don't worry about the order number and level unless you have a number of substitutes on a specific list (ie, location) and want to place an order in which the substitutes would be called (one substitute would be # 1, #2 etc.. In the calling order).

Click on **Save** to finish the task.

To delete someone from a list, just check the delete box in that substitute's row and click on the blue Delete button. The substitute is not deleted from the system, but from that list.

### “Do Not Use” List Additions

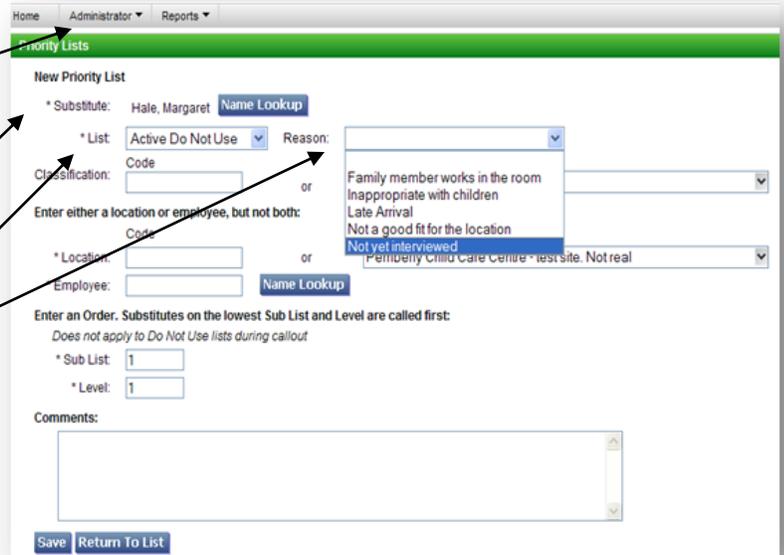
In the **Administrator** tab, click on **Priority Lists**

Click on **“New”**.

Do a **Name Lookup** up for the substitute you want to add to the list.

Choose your **List** (Active Do Not Use)

Choose a **Reason** for placing them on the list (not yet interviewed, Not a good fit for this location).



**Choosing Classification:** This is if you want a substitute excluded from your call out list because of their certification (RECE, Non-ECE, Dietary)

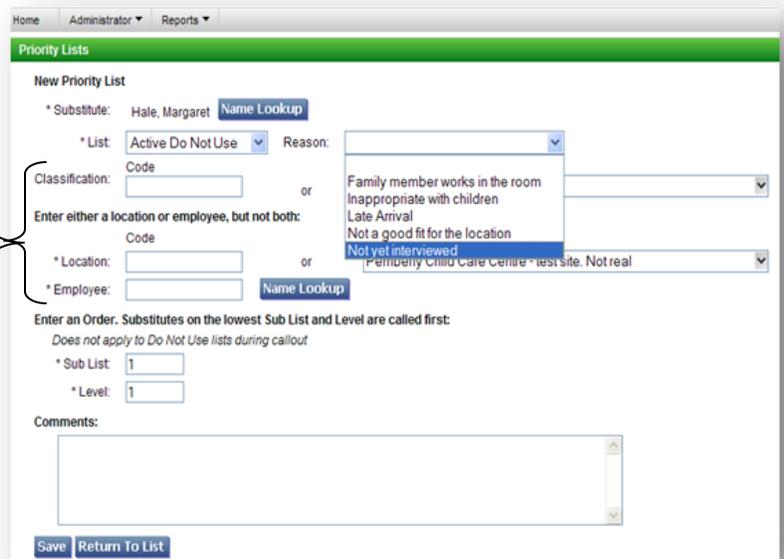
**Choosing Location:** this is if you want a substitute excluded from your call-out list for your overall location (doesn't matter which room, just an overall Do Not Use).

**Choosing Employee:** This is when you are blocking a substitute to come in, when a certain employee is going to be away. You may like that substitute for most of your location, but not when they work with a certain person. For example, if your staff Amy is going to be away and substitute Megan does not work well with Amy's programming partner Ellen, you would put Megan on Amy's do not use list. She will not be called when Amy is going to be away.

For Location/Employee, you can only choose on of these.

Don't worry about choosing an order or level.

**Save** to finish the task. At the bottom of the search page, you will see your Do Not Use List and the reason's.



**To delete someone from a list**, just check the delete box in that substitute's row and click on the blue Delete button. The substitute is not deleted from the system, but from that list.