



## Automated Dispatch



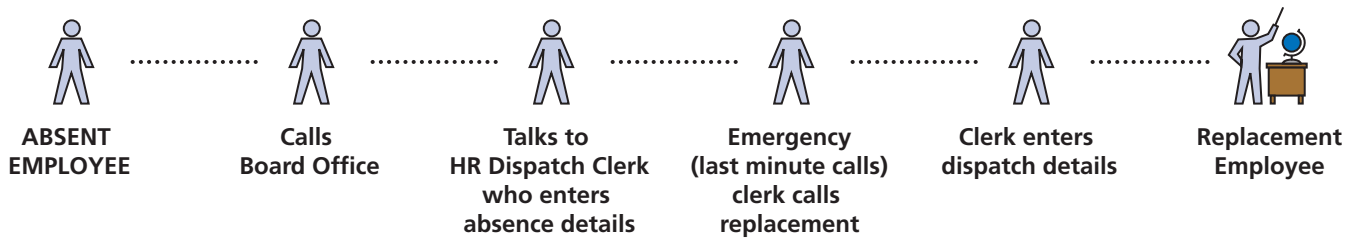
- *The Automated Dispatch System Web home page can be customized to include instructions unique to each district and web links to external documents such as absence policies and procedures, leave approval request forms and other HR documents.*
- *Automated Dispatch System Web is designed so that no employee training is required. An introduction video guides new users through the process of logging an absence. Each web page has prompts and Help links to instruct the employee on what information needs to be entered.*
- *The codes and prompts that display during the absence logging process can be customized per employee category. For example, you can have one set of absence codes available for selection for Teachers and a different set for Support staff.*
- *The absent employee does not need to remember any absence codes or replacement employee numbers. At every selection prompt a drop down box is available that the employee can select the appropriate code from.*
- *Instructions to the replacement employee can be typed into a text box when logging an absence. These instructions will be spoken to the replacement employee during the dispatch process using "text to speech" software.*
- *Administrators can select from a listing of all employees that are assigned to their location and log or cancel absences on the employees' behalf.*
- *An absent employee can view upcoming absences to confirm the absence has been dispatched as well as identify the replacement employee.*
- *The replacement employee can view details of dispatches and read or listen to the instructions from the absent employee. They can also view a map showing how to get to their dispatch location.*
- *Unavailability dates for replacement employees can be viewed, deleted or updated.*
- *Employees eligible for overtime can enter extra time. They can only enter a time range that is outside of their regularly scheduled hours and they can indicate whether they want the overtime paid or banked.*

## Automated Dispatch Lite

- *Calls need to be made by administrative personnel rather than automated. A good application is for school districts that use location-based call out instead of central call out.*
- *Employees can enter absences using web portal with all features of automated dispatch.*
- *Web Reports are available immediately for employee responsible for calling replacements.*



**Without Automated Dispatch Module**



**With Automated Dispatch Module**

