



## Registration Procedure for the Automated Dispatching System (ADS)

1. Call the ADS Phone Number:

**532-8955**

2. Enter your **Employee Number**, followed by the # key.

3. When prompted for your PIN number, enter your **Employee Number again**. Then press the # key.

4. *Your name has to be recorded.* Speak your name after the tone, followed by the # key. Then press 1 to accept it.

5. Press 5 on the main menu, wait for the prompt, then press 1.

6. Enter your new PIN number, followed by the # key. Then press 1 to accept it. *The PIN number must be a minimum of 4 digits. Write this number down. It will be your permanent PIN number.*

7. Press \* then 1 to exit the ADS system.

**You are now ready to log an absence.**

**Follow the instructions in the leaflet provided.**



GRANDE PRAIRIE AND DISTRICT CATHOLIC  
SCHOOLS

SUBSTITUTE TEACHERS

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ADS PHONE NUMBER: (780) 532-8955 EMPLOYEE # \_\_\_\_\_

EMERGENCY LINE: (780) 513-1220, EXT. 0 PIN # \_\_\_\_\_

EMPLOYEE QUICK REFERENCE

ADS WILL DISPATCH AT THE FOLLOWING TIMES:

MONDAY TO FRIDAY	6:30 AM – 7:45AM
	6:30 PM – 8:00 PM
SATURDAY	No DISPATCHES
SUNDAYS	No DISPATCHES
HOLIDAYS	6:30 PM - 8:00 PM
PROD	6:30 PM - 8:00 PM

FYI

- All codes entered must be followed by pressing the #
- Dates must be entered as YYYYMMDD
- Time must be entered as HHMM using the 24 hour clock
- Exit back to the Main Menu by pressing \* then 1
- Increase the volume of ADS by pressing # and 3
- Decrease the volume of ADS by pressing # and 2

ACCEPT A DISPATCH:

If you are called for a dispatch, you will hear the ADS system speak the following message:

*"Good Evening, Grande Prairie and District Catholic Schools has dispatching information for <your name>. Enter your PIN number followed by the pound key."*

- Enter your PIN # followed by the # then press 1.
- The ADS system will now speak the details of your assignment.

Press 2 to listen to the subjects and levels  
Press 3 to listen to the absent employee's message.  
Press 4 to accept or 5 to refuse the assignment.

If you **refuse**, enter your REFUSAL code followed by the #.

If you **accept**, wait for the system to speak out your ADS Job number.

**IMPORTANT – Wait for the ADS system to speak your Job number. You need this to Inquire or Cancel your dispatch.**

RECEIVE NOTIFICATION OF CHANGE/CANCELLATION in DISPATCH:

If you are called by ADS because the dispatch is being cancelled, you will hear the ADS system speak the following message:

*"Good Evening, Grande Prairie and District Catholic Schools has dispatching information for <your name>. Enter your PIN number followed by the pound key."*

1. Enter your PIN # followed by the # then press 1.
- The ADS system will now speak the following message":

*" Grande Prairie and District Catholic Schools is calling to confirm that the dispatch ID \_\_\_\_\_ has been changed. The last day you are required to work is \_\_\_\_\_."*

Press 1 to acknowledge you have listened to the details of the change.

Press 2 to review the details of the assignment.

Press 3 to listen to the subjects and levels

Press 4 to replay the absent employee's recorded message.

NOTE: You must press 1 to acknowledge the change or cancellation before hanging up. The ADS system will repeatedly call you until you do acknowledge the change.

**INQUIRE ON A DISPATCH**

1. Call the ADS system phone number, enter your employee number and PIN followed by the # and press 2 to *INQUIRE ON A DISPATCH*.
2. Press 1 and enter your Job # followed by the #.
3. Press 1 to listen to the details of the dispatch. Press 2 to listen to the subjects and levels. Press 3 to listen to the absent employee's recorded message.

**CANCEL A DISPATCH**

Contact Emergency Line @513-1220, Ext. 0

1. Call the ADS system phone number, enter employee number and PIN followed by the # and press 4 to cancel a Dispatch.
2. Press 2 (to cancel a Dispatch).
3. Press 1 and enter your ADS Dispatch # followed by the #.
4. Press 4 to cancel the Dispatch.
5. Press 1 to complete the process.

**GENERAL EMPLOYEE OPTIONS**

**CHANGE YOUR PIN #**

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press 5 then 1.
2. Enter your new PIN # followed by the #. The PIN # must be a minimum of 4 digits.

**CHANGE YOUR PHONE NUMBER**

1. Call the ADS system phone number, enter your employee number and PIN # followed by # and press 5 then 2.
2. Press 2 to enter your backup phone number followed by the #. (Enter area code if the number is a long distance number.)

**RE-RECORD YOUR VOICE**

1. Call the ADS system phone number, enter your employee number and PIN # followed by # and press 5 then 3.
2. Speak your full name followed by the #.

**UNAVAILABILITY**

1. To book unavailability press 1
2. To inquire on or cancel unavailability press 2
3. To return to the main menu press 3

**REFUSAL CODES**

1	Sick
2	Other Employment
3	Unavailable To Work
4	Assignment Not Suitable
5	Working With Other District
6	Personal Commitment
7	Sick Child

**ABSENCE LOGGING PARAMETERS**

- Absences can be logged 24 hours a day, 7 days a week.
- The largest absence that can be logged is for 60 days.
- Absences must be cancelled at least 2 hours before the assignment starts.
- Schools will receive an email each morning listing all absent and dispatched employees.

**DISPATCHING PARAMETERS**

- Absences are dispatched Monday to Friday at 6:30 am to 7:45 am and at 6:30 pm to 8:00 pm.
- When ADS is dispatching, if there is no answer at the casual's regular phone number, ADS will call the backup phone number if it has been provided before moving to the next casual in the rotation. If the casual's phone number is busy, ADS will move to the next casual in the rotation.
- Dispatched employees will be notified of cancelled assignments during either the evening or morning call out times.