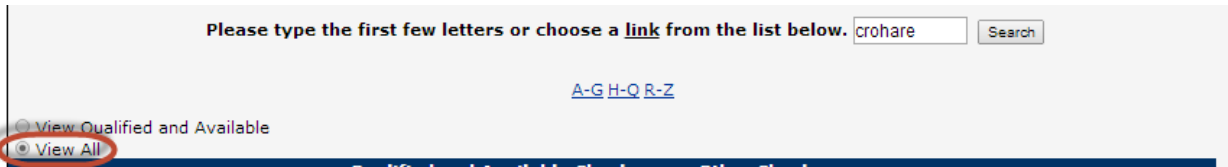


# I am having problems assigning a specific sub to an absence/vacancy. How can I determine the problem?

1. When you are searching for the sub but they do not show up, click the "View All" radio button.



2. All substitutes that match your search criteria will appear and there will be a red X in at least one of the columns. This is the reason you cannot assign that particular sub.

Name	Qualified and Available Checks			Other Checks			In Sub Call Time	Assign
	Skill Check	Other Job Check	Non-Work Day Check	Excl	Preferred School Check	Sub Rej. Job		
Crohare, Brandon (No Rating) Phone((541) 790-7684)	✓	✓	✓	✓	Yes	No	Yes	No

**Green Check:** the sub is on the appropriate list and is able to take this job.

**Red X:** the sub does not have the appropriate skill and can not work this job.

An example of this would be if a job was for a licensed staff and the sub was on the EA Sub list. They would have a red X here as they are not able to work in a Licensed Sub capacity.

**Green Check:** the sub is authorized to work at this school.  
**Red X:** the sub is excluded from this school or employee's absences.

**Green Check:** the sub is available during these times.  
**Red X:** the sub is not available. They have told AESOP they are unavailable.

**Green Check:** the sub is available.  
**Red X:** the sub is scheduled for another job that conflicts with this job.

**Yes:** the sub's setting allow the sub to see/hear this job.  
**No:** the sub's settings do not allow the sub to see/hear about this job.

**Yes:** the sub has already rejected this particular jobs.  
**No:** the sub has not reviewed/rejected this job. This means they may not even know about it.

**Yes:** the sub is open to jobs at this particular school.  
**No:** the sub has told AESOP they do not want to work at this school.

**Yes:** The current time is within the sub call time.  
**No:** The current time is not within the sub call times.