

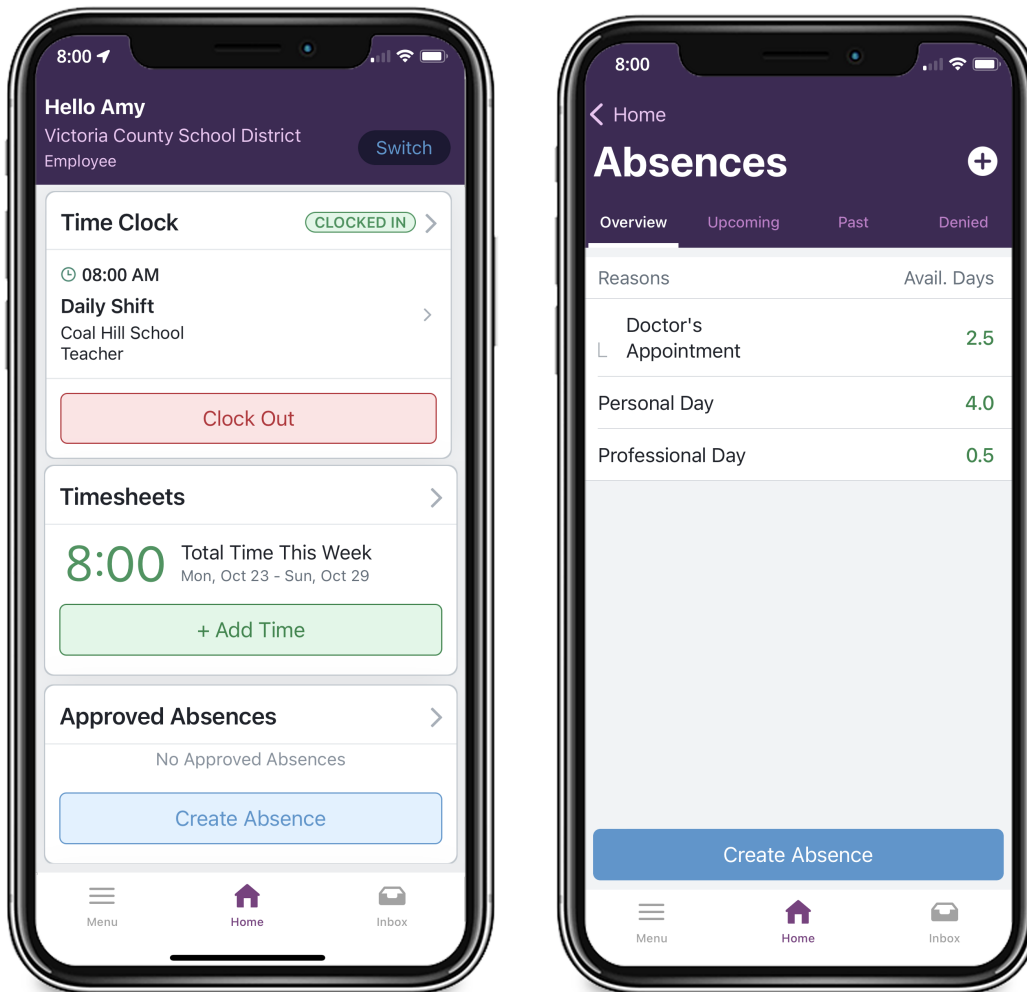
Creating an Absence Through the Frontline Mobile App

Organizations with the Frontline Insights Platform also gain access to the free Frontline mobile app. This app provides numerous tools and features, including the option to create an absence.

 **First Steps:** See [Downloading the Frontline Mobile App](#) to get started.

Navigation

You can create a new absence through one of two options within the app. Press **Create Absence** directly from the home page (as seen in the first image) or access the **Menu** and select the **Absences** option. From this page, you can press the "+" button or press **Create Absence** (as seen in the second image).



Absence Creation Steps

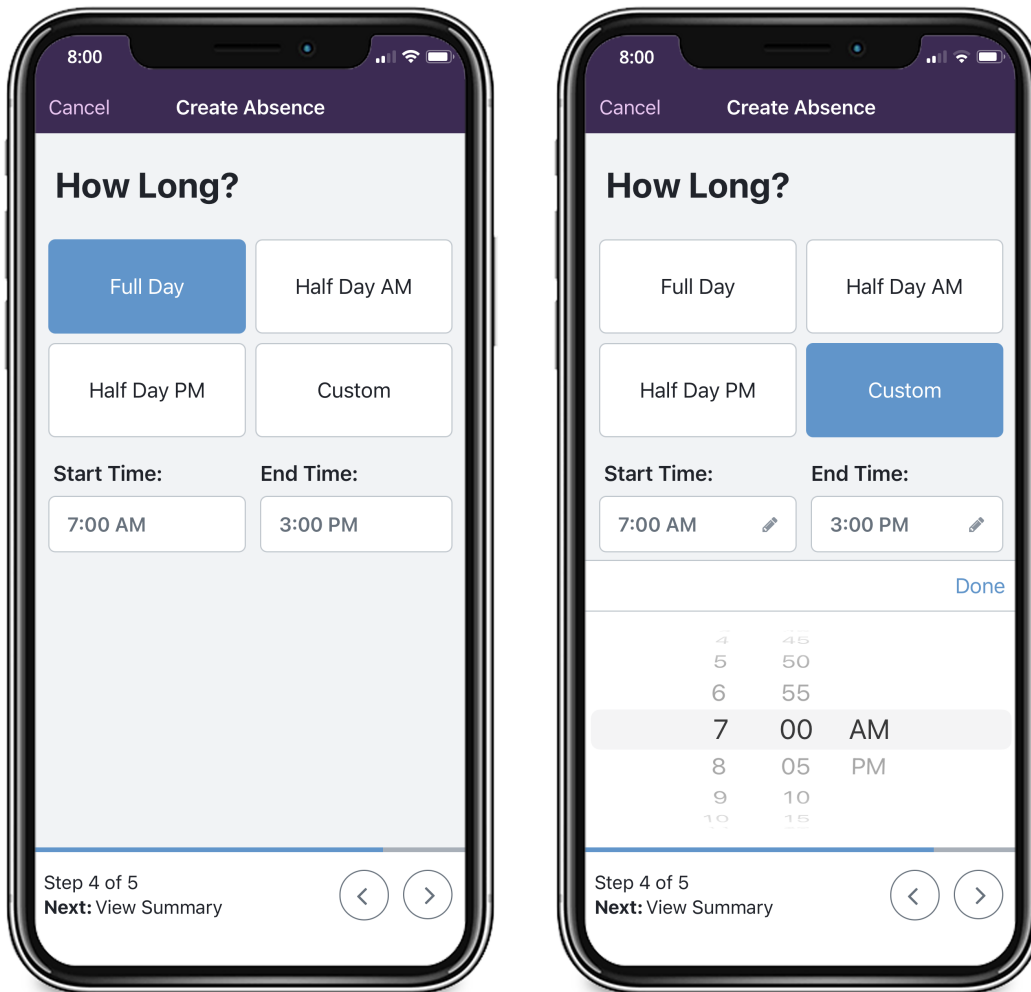
This selection opens Step 2 of the absence creation process. From here, you will select an absence reason and then press the ➔ **arrow** in the bottom right corner to proceed.

Step 3 defines when the absence will take place. Select a date (or date range) from the calendar and press the ➔ **arrow** in the bottom right to proceed.



Step 4 determines the absence's duration.

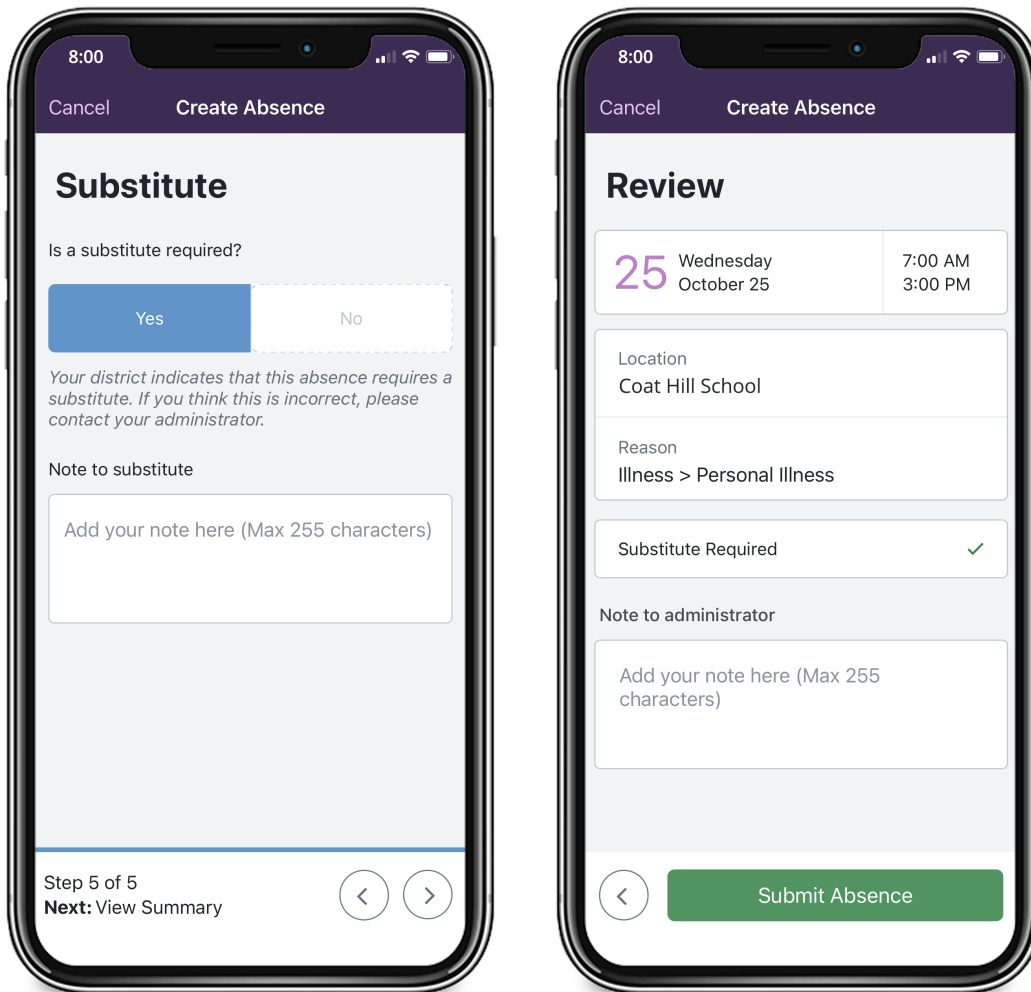
You can choose from a list of timeframes that include "Full Day," "Half Day AM," "Half Day PM," and/or "Custom." Just note that if you select the "Custom" option, you can select the  **edit** icon beside the start and end time to indicate the alternate timeframe. Once you are finished, press the  **arrow** to continue.



Step 5 prompts you to identify whether a substitute is required. Select the "Yes" or "No" option based on your position's requirements and press the ➔ arrow to proceed.

The final Summary page provides an overview of the selections you made. These details include the location, absence reason, timeframe, and confirmation for whether a substitute is required. You can also include a personal note to the administrator prior to submitting the absence.

Once you are ready, press **Submit Absence** to create the absence request.



A confirmation message will appear.

If you select the "View Absence" option, the app will display the absence details (e.g. approval status, confirmation number, etc.). Review these details, as needed, and press **Edit** if any adjustments need to be made (and if approval has not yet been given). Otherwise, press **Okay** and press the **Home** button to return to the homepage.

