



# Building User Quick Reference

Technical Support: 1-800-319-4278

www.willsub.com

## To Enter a request

Requests for days off can be entered in four ways:

1. Pre-arranged—this is where you and the sub have already agreed upon a date they will sub.
2. Regular—this is when you would like to have Willsub look for a sub.
3. Filled Within-- utilizes your current staff to fill positions
4. Long term—utilizes a sliding scale of pay for the sub

### **To enter a Regular request:**

1. Go to "Requests," "New" and choose "Regular Request"
2. Complete the required information
3. Hit the "Finish" button

### **To enter a Pre-arranged or Long Term request:**

1. Go to "Requests," "New," "Pre-arranged"
2. Enter the date, the sub you have already spoken with, then complete the information to enter the request
3. Hit the "Finish" button

### **To enter a Filled Within request:**

1. Go to "Requests," "Filled Within"
2. Complete the information
3. Hit the "continue" button
4. Choose the "fill-in" person
5. Enter the hours worked
6. Hit "Add Person"
7. Hit "Done" when all fill-ins have been entered

## How to Grade a Substitute:

1. Go to "Information," "Substitutes," "Master List" and choose the type of substitute from the appropriate category
2. Click on the desired subs ID
3. Scroll down the page to "Sub Grades" and click
4. Change the grade through the pull down menus for each desired area
5. Hit "Update" to save

## To Release Pending requests:

1. Go to the Home page and click on the "Pending" link or menu item "Requests," "Review Pending"
2. Choose the request you would like to approve
3. In the "Set Status To" pull down choose the appropriate action: approved, not approved, delete
4. Hit "Update"

\*Note: remember pending requests are not released into the system for fulfillment until they are marked as approved.

## To Approve New Subs:

1. Go to the Home page
2. Click on "New Subs" link
3. Click on the sub id
4. Choose to Approve, Not Approve or leave at New status
5. Hit "Update"

\*Note: remember new subs will not receive notification of jobs in your building if you do not approve them.

## To Verify requests:

Verifications should be completed on a daily basis

1. Go to "Requests," "Verify"
2. Review the information and if there are no changes check the box next to the request
3. Do this for each request
4. If any changes need to be made for time, enter the correct amount and make a note in the notes section
5. Hit "Update" after all verifications are completed in order to save your work