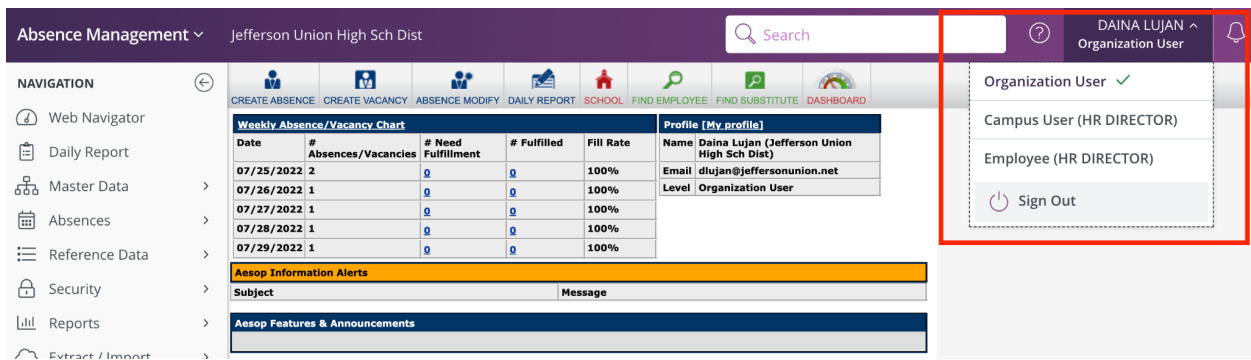


Toggleing Between Frontline User Profiles

Some Frontline users such as administrators and administrative assistants may have more than one Frontline user profile. This document provides an overview of how to transition between user profiles on Frontline on the [computer](#) and via the [mobile app](#).

Toggleing Between User Profiles on the Computer/Laptop

1. In the upper right corner, click on your name. This will open a drop-down menu for you to select different profiles.
 - The **Campus User Profile** opens an overview of employee absences as well as options to create absences for employees who have not reported absences, attach subs to absences, approve absences, and print substitute reports. A Campus User Quick Start Guide is available [here](#).
 - Under the **Employee Profile**, you have the ability to report their absences.



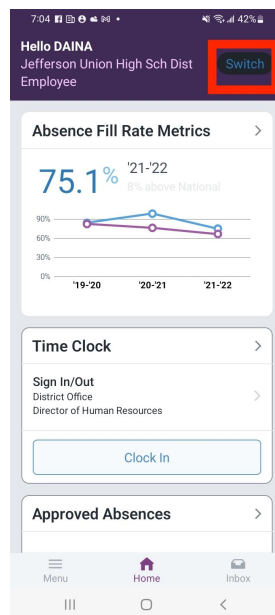
The screenshot shows the Frontline web application interface. The user's name, DAINA LUJAN, is displayed in the top right corner. A dropdown menu is open, showing the following options: Organization User (selected), Campus User (HR DIRECTOR), Employee (HR DIRECTOR), and Sign Out. The main content area displays a 'Weekly Absence/Vacancy Chart' table.

Date	# Absences/Vacancies	# Need Fulfillment	# Fulfilled	Fill Rate	Profile [My profile]
07/25/2022	2	0	0	100%	Name Daina Lujan (Jefferson Union High Sch Dist) Email dlujan@jeffersonunion.net Level Organization User
07/26/2022	1	0	0	100%	
07/27/2022	1	0	0	100%	
07/28/2022	1	0	0	100%	
07/29/2022	1	0	0	100%	

2. Select the desired profile.

Toggleing Between User Profiles on the Mobile App

1. In the upper right corner of the mobile app, select "Switch."



The screenshot shows the Frontline mobile app interface. The user's name, DAINA, is displayed at the top. A red box highlights the 'Switch' button in the top right corner. The main content area displays 'Absence Fill Rate Metrics' with a line graph showing a 75.1% fill rate for '21-'22, which is 8% above the national average. The graph shows data for '19-'20, '20-'21, and '21-'22. Below the graph is a 'Time Clock' section with a 'Clock In' button and an 'Approved Absences' section.

Toggling Between Frontline User Profiles

2. On the next screen, select the desired profile and “Continue” at the bottom.
 - The **Campus User Profile** opens an overview of employee absences as well as options to create absences for employees who have not reported absences, attach subs to absences, approve absences, and print substitute reports. A Campus User Quick Start Guide is available [here](#).
 - Under the **Employee Profile**, you have the ability to report their absences.

