



Lethbridge School District No. 51 Automated Dispatch Web (ADW) Logging Unavailability, Viewing Dispatch

This document will show you how to view your profile, retrieve a job number, cancel an assignment and/or make yourself unavailable.

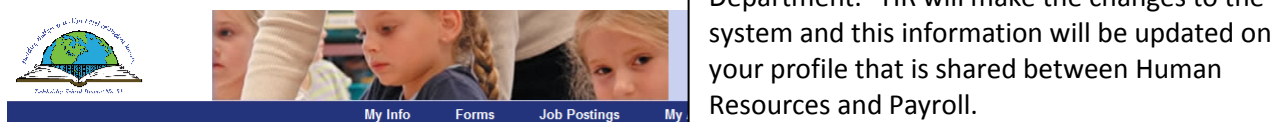
From a School Site: Click on the **Absence Dispatch Web (ADW)** Icon which is on every computer desktop in our District.

From Your Home Computer: Using the internet type in the address line the address - <https://adw.lethsd.ab.ca>

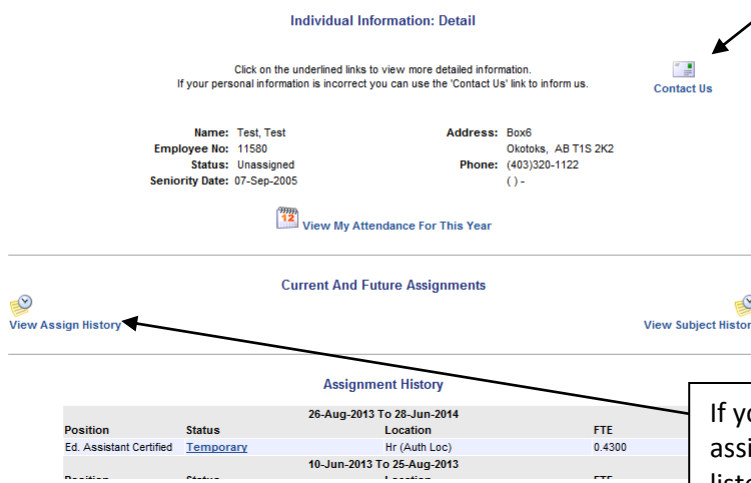
Enter your user name and your password just as you would when using your computer at work (your username will be the same as your district email: `firstname . lastname @ lethsd . ab . ca` without spaces).





When you click on My Info, then Individual Info, your individual information will appear.



If your address is incorrect click on **Contact Us** and a box will appear to email the HR Department. HR will make the changes to the system and this information will be updated on your profile that is shared between Human Resources and Payroll.



If you have held previous assignments these will be listed here.

[My Info](#) [Forms](#) [Job Postings](#) **[My Absences](#)** [Dashboard](#)


[Absence Entry](#)
[Extra Time](#)
[View or Cancel](#)
[Unavailability](#)

Click on the underlined links to view more information.
 If your personal information is incorrect you can use the [Contact Us](#) link to inform us.

[Contact Us](#)

Name: Test, Test
 Employee No: 11580
 Status: Unassigned
 Seniority Date: 07-Sep-2005

Address: Box6
 Okotoks, AB T1S 2K2
 Phone: (403)320-1123
 () -

 [View My Attendance For This Year](#)

[View Assign History](#) [View Subject History](#)

Current And Future Assignments

Assignment History


Position	Status	26-Aug-2013 To 28-Jun-2014	Location	FTE
Ed. Assistant Certified	Temporary		Hr (Auth Loc)	0.4300
		10-Jun-2013 To 25-Aug-2013		


To make yourself unavailable click on My Absences, then Unavailability.

You may make yourself unavailable for any length of time.

[My Info](#) [Forms](#) [Job Postings](#) **[My Absences](#)** [Das](#)

Unavailability: Add, Change and View History

 [FAQ](#)

 Enter your unavailability information then click Next.

Click on the calendar icon to select your dates from a pop-up calendar.

Choose the reason you are unavailable:

Choose A Reason

Enter the date(s) you will be unavailable:

22-Dec-2014 To 22-Dec-2014

Note: The weekly schedule you enter is assumed to repeat for each week within the date range.
 Please enter the time in 24 hour format.

Week Day	Unavailable	Start Time	To	End Time
Monday	<input type="checkbox"/>	01:00	To	23:59
Tuesday	<input type="checkbox"/>	01:00	To	23:59
Wednesday	<input type="checkbox"/>	01:00	To	23:59
Thursday	<input type="checkbox"/>	01:00	To	23:59
Friday	<input type="checkbox"/>	01:00	To	23:59
Saturday	<input type="checkbox"/>	01:00	To	23:59
Sunday	<input type="checkbox"/>	01:00	To	23:59

[Next](#)

[Unavailability History For The Last 12 Months](#)

From this screen follow the step-by-step instructions.

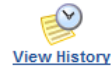
- Choose a reason, from the drop down screen.
- Choose a date range. When you click on the date a calendar will appear.
- Click on the days that you will NOT be available to work.
- Click Next.

Unavailability: Add, Change and View History



Enter your unavailability information then click Next.

Click on the calendar icon to select your dates from a pop-up calendar.



[View History](#)

Choose the reason you are unavailable:

Illness

Enter the date(s) you will be unavailable:

05-Jan-2015 To 09-Jan-2015

Note: The weekly schedule you enter is assumed to repeat for each week within the date range.
Please enter the time in 24 hour format.

Week Day	Unavailable	Start Time	To	End Time
Monday	<input checked="" type="checkbox"/>	01:00	To	23:59
Tuesday	<input checked="" type="checkbox"/>	01:00	To	23:59
Wednesday	<input checked="" type="checkbox"/>	01:00	To	23:59
Thursday	<input checked="" type="checkbox"/>	01:00	To	23:59
Friday	<input checked="" type="checkbox"/>	01:00	To	23:59
Saturday	<input type="checkbox"/>	01:00	To	23:59
Sunday	<input type="checkbox"/>	01:00	To	23:59

Next

Unavailability History For The Last 12 Months

My Info

Forms

Job Postings

My Absences

Dashboard

Unavailability: Summary Page



Confirm that this unavailability information is correct and then click the Submit Unavailability button.

Unavailable Date Range: Monday 05-Jan-2015 To Friday 09-Jan-2015
Reason: Illness

Week Day	Start Time	To	End Time
Monday	01:00	To	23:59
Tuesday	01:00	To	23:59
Wednesday	01:00	To	23:59
Thursday	01:00	To	23:59
Friday	01:00	To	23:59

Submit Unavailability

This gives you a summary of what you have chosen. You may go back in and modify this schedule as many times as you wish by following the instructions above.

[Browser Compatibility](#)
[Test Test](#)

[Support Links](#)
[Logout](#)
[Home](#)

[My Info](#)
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[Dashboard](#)

Unavailability: Confirmation Receipt

Submission Timestamp: 2014-Dec-22 11:06:22

You have successfully entered a new unavailability record for 05-Jan-2015 to 09-Jan-2015.



Unavailability History for the Last 12 Months

Start Date	End Date	Reason	Mon	Tues	Wed	Thur	Fri	Sat	Sun
05-Jan-2015	09-Jan-2015	Illness	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59		
02-Jun-2014	06-Jun-2014	Illness	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59		

[Enter More Unavailability](#)
[Print Receipt](#)

You may print off a summary receipt of your Unavailability if you wish to do so.

TO VIEW A DISPATCH:

[Browser Compatibility](#)
[Test Test](#)

[Support Links](#)
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Unavailability History for the Last 12 Months

Start Date	End Date	Reason	Mon	Tues	Wed	Thur	Fri	Sat	Sun
05-Jan-2015	09-Jan-2015	Illness	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59		
02-Jun-2014	06-Jun-2014	Illness	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59		

[Enter More Unavailability](#)
[Print Receipt](#)

First Step:
Click on My Absences (a drop-down will appear)

Second Step:
To view a job for which you are the confirmed replacement/substitute, click here.

View / Change: Absence and Dispatch Listing

Instructions: Click on the ID Number To View, Close Or Cancel An Absence Or Dispatch.

Absences

Date Range: 29-Apr-2014 To 30-May-2015 Refresh Absences

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)
280647	30-Apr-2014	02-May-2014	Illness - All	No Replacement Required

Dispatches

Date Range: 29-Apr-2014 To 30-May-2015 Refresh Dispatches

ID No	Start Date	End Date	Extra Time Type	Absent Employee
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Long Term Leave Requests

ID No	Start Date	End Date	Absence Reason
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Canceled / Denied Leave Requests - No Absence record

ID No	Start Date	End Date	Absence Reason
20120828000024	29-Aug-2012	31-Aug-2012	Bereavement/Funeral -All
20120828000018	30-Aug-2012	31-Aug-2012	Bereavement/Funeral -All
20120911000074	15-Oct-2012	17-Oct-2012	Pd Sponsored By Hr - Support
20121018000082	30-Oct-2012	30-Oct-2012	Pd Sponsored By Hr - Support
20130214000018	25-Feb-2013	26-Feb-2013	Pd Sponsored By Hr - Support
20131212000006	23-Dec-2013	27-Dec-2013	Jury Duty/Witness - All

This is where your dispatches are located.

For more details on this job, click the ID Number

View / Change: Dispatch Details for ID 262614

ID Number: 262614
 Dates: 30-May-2014 To 30-May-2014
 Replacing Employee(s): Amber Ruest
 Subjects/Levels:
 Message:

Date	Week Day	Position	Location	Start	End
30-May-2014	Friday	Casual School Support 2	Central Office	8:00	12:00
30-May-2014	Friday	Casual School Support 2	Central Office	13:00	14:00

Close (Shorten) Cancel Dispatch Return to List

View Map

If you need directions to the job location, you may click here. There are maps available.

If you need to cancel a job, click here. **You cannot cancel a job if it is less than 90 minutes prior to the start time of the assignment.**

My Info Forms Job Postings My Absences Dashboard

- Individual Info
- Payroll Statements
- Change Telephone
- Change LADS PIN

You may change the phone number that the system uses to contact you and/or put in an additional phone number. Please include the area code. Our system **WILL NOT** call long distance. Also, if there are two substitutes living in the same residence, each substitute will have to have their own phone number.

Phone Number Change

Change your phone number and click the Submit Change button.
Your phone number will be immediately changed in the HR database.

Primary Phone Number:

Secondary Phone Number:

[Submit Change](#)

Once you have changed or added to your phone information, click on submit change.

When using the web (ADW), your username and password will always remain the same.

You will only use your LADS PIN number to access the **telephone system**. If you wish to change your PIN number, for security reasons, click on Change LADS PIN.

ADS Pin Number Change

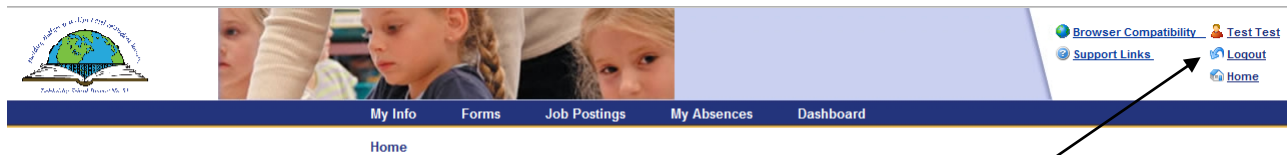
Enter you new Pin number in both boxes below and then click the Submit Change button.
Pin number must be a minimum of four digits

New PIN:

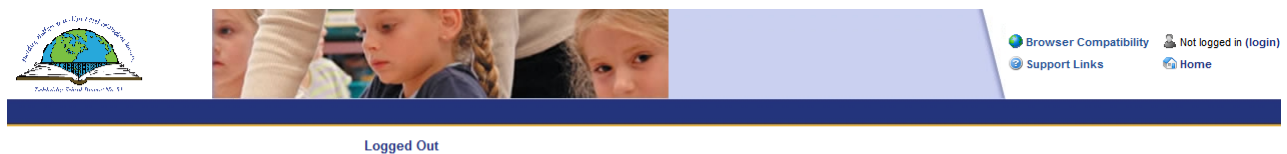
Confirm PIN:

[Submit Change](#)

If you choose to change your pin number to something that you may remember, this is where you will make that change. Notice it does not ask you for your previous one, just a new number.
Click on Submit Change.



Log Out



If you need assistance using either the telephone or web system, you may contact Stacey Wichers at 403-380-5297, or Shauna Beattie at 403-380-7391, during office hours.