



9. Press 1 to enter absence type  
absence. Make a call to ADS Absence ID Number  
1, then press  
2, then press  
3.

**IMPORTANT**  
 Wait for the ADS to speak your Job number. You need this to Inquire On or Cancel your Absence. If you do not get an Absence ID Number it has not been entered successfully.

GENERAL EMPLOYEE OPTIONS  
 (#5 for Main Menu)

1. CHANGE YOUR PIN

1. Call the ADS to enter employee number  
PIN followed by # key and press 5 and then

Enter the Employee Number to work with followed by the # key.  
 To select yourself, press the # key only.

2. Enter PIN followed by the # key then a 4 digit

2. CHANGE YOUR PHONE NUMBER

1. Call the ADS to enter employee number  
PIN followed by # key and press 5 and then 2.

Enter the Employee Number to work with followed by the # key.  
 To select yourself, press the # key only.

2. Press 2 to enter back phone number #  
key  
(Enter area code if the number is long distance)

3. To enter back phone area code call 250-475-4126 and  
press a key.

3. RE-RECORD YOUR NAME

1. Call the ADS to enter employee number  
PIN followed by # key and press 5 and then 3.

Enter the Employee Number to work with followed by the # key.  
 To select yourself, press the # key only.

2. Speak name followed by the # key

3. Press 1 to accept

INQUIRIES

(#2 for the Main Menu)

INQUIRE ON AN ABSENCE/DISPATCH

1. Call the ADS to enter employee number  
PIN followed by # key and press 2 to INQUIRE.
2. Press 1 to enter absence.  
Press 2 to enter dispatch.

3. Press 1 to enter absence ID and 2 to enter date.

If entering absence ID, enter the Job Number followed by the # key

If entering Date:

Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only. Then enter date in the absence ID.

4. Press 1 and 3 to enter details of the absence.  
Press 4 to enter the location

INQUIRE ON A LOCATION

(To enter absence/dispatch for specific location)

1. Call the ADS to enter employee number  
PIN followed by # key and press 2 to INQUIRE.

2. Press 3 and enter the Location Number followed by the # key

3. Enter the date in the format of YYMMDD for.

4. Press 1 to enter the absence and 2 to enter dispatch

CANCELLATIONS

(#4 for the Main Menu)

CANCEL AN ABSENCE/DISPATCH

NOTE: You can ONLY cancel an absence that has not begun

1. Call the ADS to enter employee number  
PIN followed by # key and press 4 to CANCELLATIONS.
2. Press 1 to cancel absence or 2 to cancel a dispatch
3. Press 1 to enter absence ID and 2 to enter date.

If entering by Job ID:

1. Press 1 and enter job ID followed by the # key
2. Press 4 to cancel the absence.
3. Press 1 to enter the absence

If entering by Date:

Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.

1. Enter date in the absence.
2. ADS asks the absence ID.
3. Press 4 to cancel the absence/dispatch.