# Aesop QuickStart User Guide for Campus Users

This guide will show you how to:

- Log on to the Aesop system

- View absences

- View substitute assignments

- View unfilled absences

- View available substitutes

- Assign a substitute to an absence

- Enter an absence for an employee

- Modify/Remove an absence

- Modify your School Preference List

- Understand Percent Visibility

- View call history

- View Employee Register

- Approve Employee Absence Requests

- Make voice recordings for your employees for use with the Aesop Phone System

Aesop
for education

Log on to Aesop

In your Internet browser address bar enter:
www.aesopeducation.com and click **Go** button.

Enter your school's ID and Pin numbers or your Campus User ID and Pin. These would have been given to you by the Aesop administrator at your district.
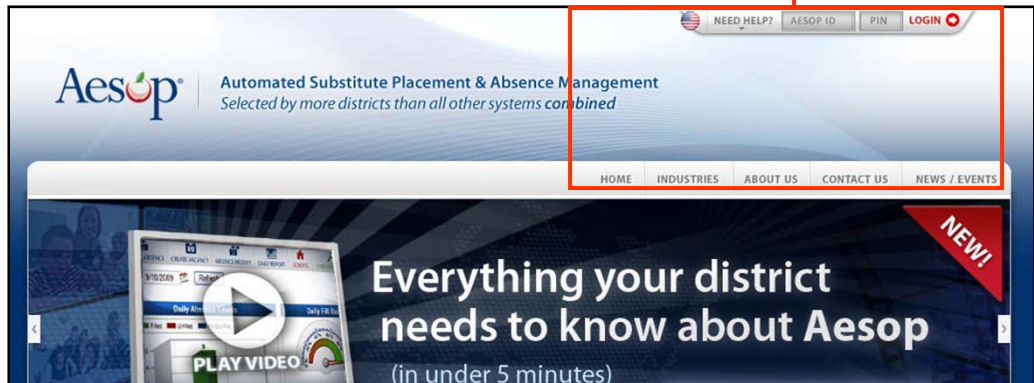
Home Page

Interactive Calendar

Absence section

Preferred Subs

Reports section

Miscellaneous section

Messages section

Contact Info

Messages section

Messages

Any messages from the district office will appear in the Messages section.

Contact Info

Questions
If you have questions about the rules or setup of the system contact **School Secretary** at (800) 942-3767 or email: support@aesoponline.com.

If you have any questions regarding Aesop please contact this individual.

Interactive Calendar

Aesop will display both Closed and In-Service Days for your school district.

Closed – absences entered on these dates will be automatically deleted.

In-Service – absence entered on these dates will be automatically marked as "Sub Not Needed."

Interactive Calendar

	February 2006					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	(14)	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

School Closed
School In-service

Miscellaneous Section

You can Change your PIN, have access to all User Guides and the Interactive Help feature.
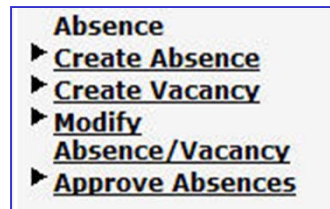
Misc.
▶ **Change PIN**
▶ **Quick Start User Guides**
▶ **Interactive Help**
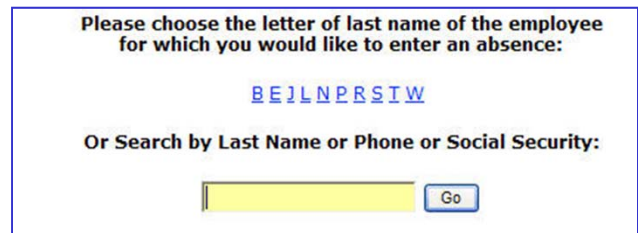
Aes○p
for education

Absence Section

Creating an Absence

You have the ability to create absences on behalf of your employees.

Click **Create Absence** link.

Absence
▸ **Create Absence**
▸ **Create Vacancy**
▸ **Modify**
   Absence/Vacancy
▸ **Approve Absences**

1. Select the Employee

From the alpha-grouping click on the letter of the employee's last name or use the **Search** box.

Please choose the letter of last name of the employee for which you would like to enter an absence:

B E J L N P R S T W

Or Search by Last Name or Phone or Social Security:

[   ] Go

Click the name of the employee.

Employee	Phone	School
Rotter, Mark (CD)	(610) 761-0645	Main Street Elementary School

Code Description
MR   Message Required
SNR This employee does not require a substitute.
CD   This employee can decide if a substitute is required.

2. Entering an absence

Screen One
1. Enter Start Date
2. Enter End Date
3. Choose Absence Reason Type
4. Choose if a substitute is required
5. Specify Start and End times for the absence (if available)
6. Select a Budget Code for the duration of the absence
7. Click the **Next** button

Absence Creation Screen One

Single Day Absence. Enter the Start & End dates; you can disregard the Days of Week boxes.

Long Term Absence. Enter the Start & End dates and leave all days checked.

Recurring Absence. Enter the Start & End dates and click the Day(s) of Week boxes. Example above: every Tuesday for the next six weeks.

Screen Two
1. Review Hold Until option
2. Verify all absence information
3. **Notes to Substitute** section: notes for the substitute from the employee
4. **Notes to Administrator** section: notes viewable only by the principal from the employee
5. **Administrator's Notes** section: private notes from the administrator regarding this absence
6. Finalize absence
   1. Save – Aesop will find a substitute
   2. Save & Assign – you will assign a sub with whom you have **pre-arranged** the absence.

Absence Creation Screen Two. Single Day Absence shown.

Long Term Absence. Aesop will display the Day of the Week underneath the Date.

Recurring Absence. Aesop will display the Day of the Week underneath the Date.

Day of Week displayed

Assigning sub to absence

3. Assign a Sub to an Absence*

* Find the substitute you wish to assign and click the Assign link

If you cannot find the pre-arranged sub's name:

* Click the **View All** button
* Aesop will display why the sub is unavailable or not qualified
* You can override the system by clicking the Assign link

You need to contact the sub

Aesop will not contact a sub if you assign them to the absence. The sub's phone number is conveniently listed after their name.

4. Confirmation Number

Aesop will give you a confirmation number when the transaction is complete.

Aesop will display the Day of Week.

Confirmation Number

5. Attaching a file

You can attach a file to the absence for the substitute to review. You can attach a Word document or a PDF file.

Click the Upload New link.

In the *Upload Files* dialog box select the **File** using the Browse feature and then assign a **Description**.

Click the **Upload** button to load the file.

Upload Files dialog box

File has been successfully saved.

The attachment will be displayed in the **Attachments** section.
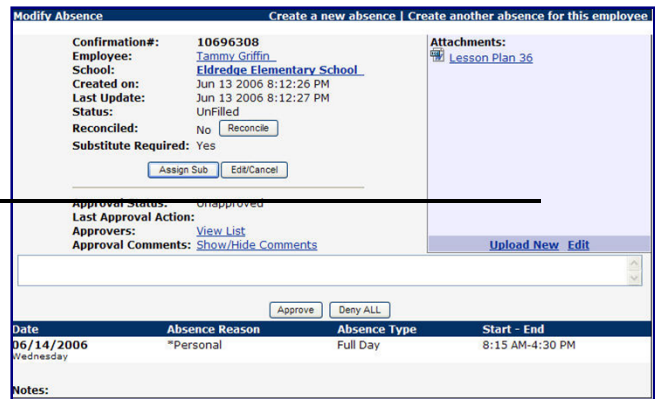
Figure 8.17 Upload Files dialog box

Modify An Absence*

Modify an Absence allows you to assign a sub, delete the absence partially or completely, or change any absence information.

You can search for the absence either by date or enter the **Conf#**.
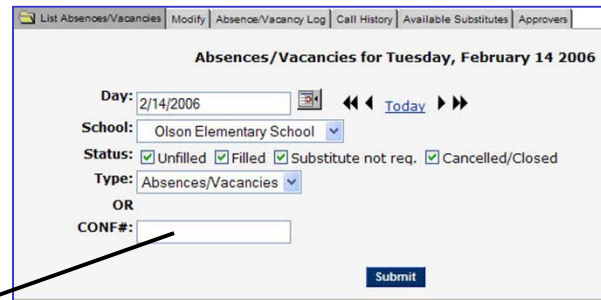
Absence Information section

Edit/Delete OR Split

Absence Approval section

Absence Attachments section
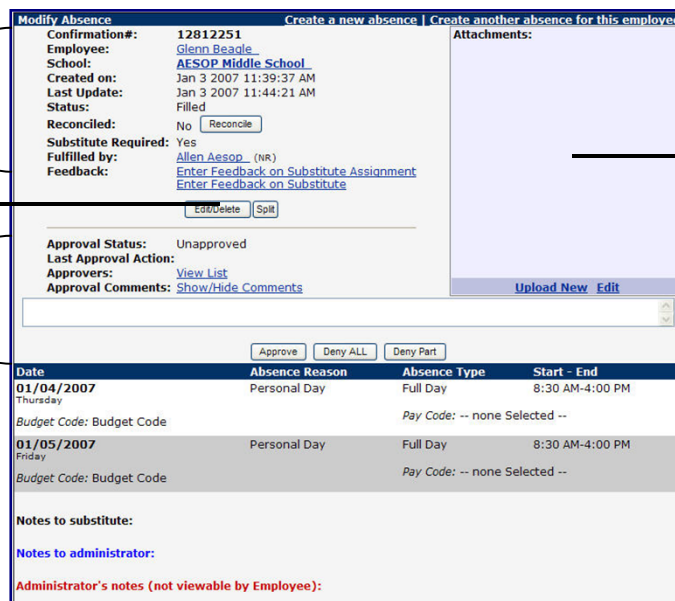
Modify an Absence Overview (non-Edit mode)

Click the **Edit/Delete(Cancel)** button.

Remove Sub – removes sub from the entire absence. You can select the user who is requesting the sub be removed: Navigator User, School, Substitute, or Employee. You can also select to allow the sub to still see this job, to be notified of the removal, and to see other jobs on this date.

Delete Absence Request – deletes the entire absence request
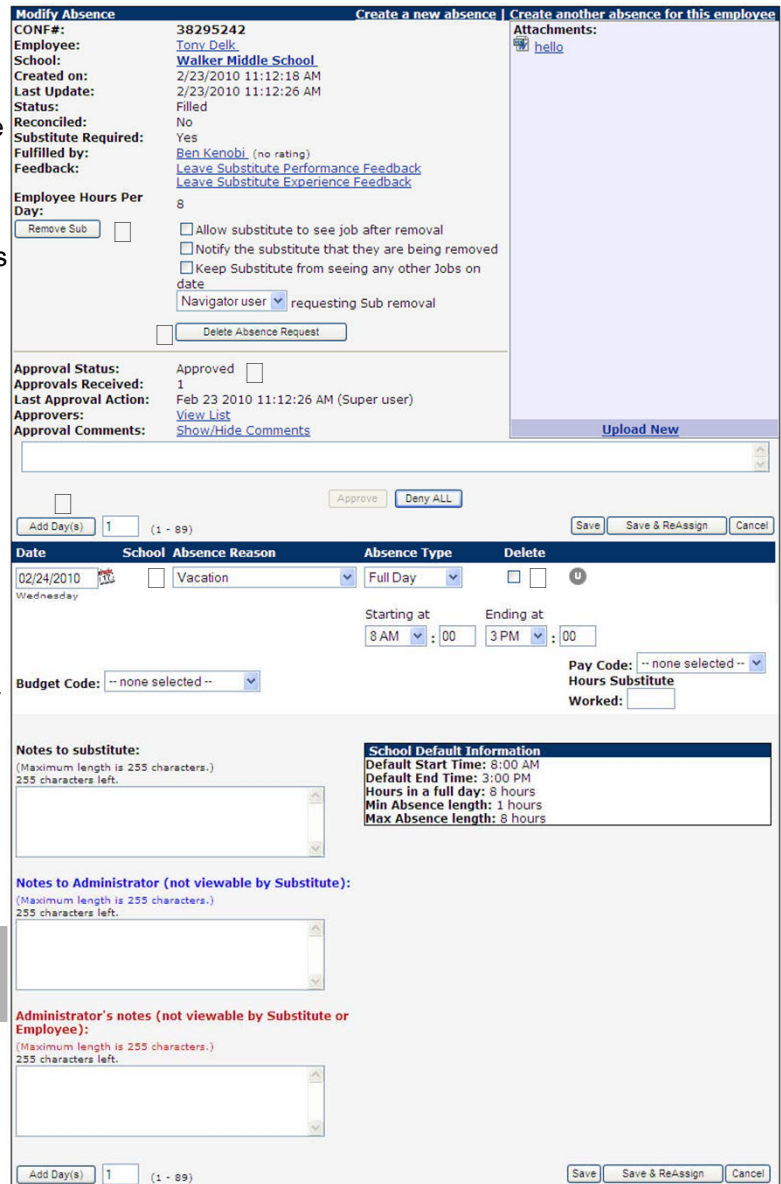
Approval Status – approve or deny this absence [Chapter 12]

Add Day(s) – add additional days to this absence

Absence Information – you can change any information regarding this absence request

Delete box – this will remove a single day from the absence request

> **To leave this absence without saving please click the Cancel button.**

Adding additional Days

1. Enter the number of additional days in the **Add Day(s)** box
2. Click the **Add Day(s)** button
3. Adjust any **Absence Information** when the additional dates appear
4. Click Save

Update Absence Details

1. Adjust any **Absence Information** as needed
2. Click Save

Remove Substitute from the entire job

1. Check Boxes
   - Do you want the sub to still see this job after they are removed?
   - Do you want Aesop to notify this sub they are being removed?
   - Do you want the sub to see other jobs on this date after they are removed?
2. Select the user who is requesting the sub removal
3. Click "Remove Sub"
4. When the Windows verification dialog box appears click **OK**

Remove Substitute from one day of a multiple day absence

You will need to split the absence and then remove the substitute from the job. Please see the **Absence Split** section below.

Remove Sub

Assign Substitute to job*

1. Click the **Assign Sub** button
2. Click the alpha-grouping or type in the last name of the sub
3. Click Assign.

A B C D,E F G,H,I

If the sub's name does not appear

1. Click the **View All** radio button
2. Click Assign.

If the name still does not appear

The district has not given the substitute permission to accept jobs at your school.

If you wish to leave

If you wish to leave the Assign Substitute screen please click **Return to Absence Modify (Unlock).** If you do not then the absence will be locked!

Assign Sub

Assign a substitute for conf#:8266302
Return to Absence Modify (Unlock)

Absence Split*

You can split an absence one of two ways:
1. Split Individual, or
2. Split At

Split Absence

To split an absence:

1. From the Absence Modify screen click **Split**.

2. *Split Individual* separates specific day(s) from the original absence. Click all that apply, **OR**

3. *Split at:* separates days beginning from this point forward.

4. Click the **Split** button to execute the action.

5. Aesop will create a new confirmation number.

Split Absence. New confirmation number created

Absence Log

View all activity for a particular absence.

Research who created the absence, who modified it, and when. Everything that has happened to an absence over time is detailed here.

Original Confirmation Absence Log

Please note that the substitute will be notified that the absence was split. The substitute will also be notified if they have been removed from an absence if you have configured your settings accordingly.

Reconcile Absences*

You have the ability to reconcile absences as a group rather than reconciling per confirmation number.

Press the SUBMIT button

Enter the Date Range

Aesop indicates the number of absences already reconciled and those not. Click on the number to view the absences.

Reconcile Absences/Vacancies

Select a date range:

From: June ∨ 16 ∨ 2006 ∨ To: June ∨ 30 ∨ 2006 ∨

Submit

Absences/Vacancies from 6/16/2006 - 6/30/2006

Date	Total Absences/Vacancies	Reconciled	Not Reconciled
6/19/2006	1	1	0
6/20/2006	1	0	1
6/26/2006	2	0	2

Substitute Name   Current Status   Reconcile / No Action radio buttons

Employee Name and Confirmation number

Not Reconciled Absences/Vacaciess

Absence/Vacancy Day: 6/26/2006

Click on the RECONCILE or NO ACTION hyperlink to select the entire column.

Employee	Substitute	Status	Reconcile	No Action	Edit
WilliamsFredericka Conf #: 10696383	Aesop, Allen	Not Recon	○	○	Edit
Rozell, Lori Conf #: 10696384	Andrews, Jeffrey	Not Recon	⦿	○	Edit

Apply Changes   Undo Changes

Edit allows you to change the absence information

Apply Changes or Undo Changes

See page 13 for details on how to reconcile only certain days of a multiple day absence.

*Indicates functions that might not be used by your school

Absence Reconciliation* – one day at a time

The screen below shows us this absence (see page 12) in **EDIT** mode. Any of the days of this absence can be reconciled by clicking on the 'U' circle corresponding with the appropriate absence day. Once the 'U' circle is clicked, it will turn to a green 'R'.

The 'R' within the **green** circle indicates that this particular day of the absence has been reconciled by the school

If a day of an absence is NOT reconciled, the letter 'U' will remain in a **gray** circle

After you choose the day or days you want to reconcile, remember to click the SAVE button

If you return to the **Reconcile Absence** screen and run the date range for the dates of our absence, we'll see two of the days are reconciled and the other two days remain not reconciled

Absence/Vacancy Files*

You have the ability to upload files that will be automatically attach to every absence created at your school. You may want to include parking information or anything pertinent to your building.
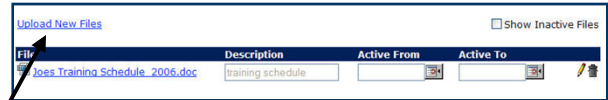
Click on the Upload New Files link.

1. Using the **Browse** button search for your file.
2. Type in a brief **description**
3. Select the **Active From** and **To** dates
4. Click **Upload**
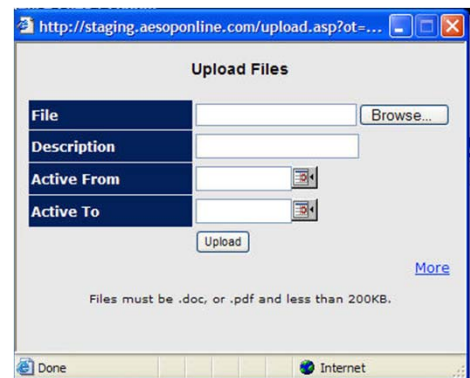
Files must be .doc, or .pdf and less than 200 KB.

Preferred Substitutes*

Depending on your districts decision each School may have their own preferred sub list. These individuals will be called first.

The preferred substitute list will either be set up with job visibility in days and hours, like that shown below (subs on this list will have access to jobs 7 days and 0 hours in advance) or your district may have this set up with **"Percent Visibility".** The concept of "Percent Visibility" is designed to allow substitutes to have access to available assignments at a certain point in time, based on the lead time of the absence.

To add a new substitute:

A B C D,E F G,H,I

1. Click the Add New Substitutes link
2. Click on the alphabet letter representing the desired substitute's last name (or enter substitute's last name into the "Search" box and click the **Search** button)
3. Click the "On List" box to select the substitute
4. Select either **Exclude** or **Include**
5. Enter days and hours if you wish to override the default visibility (optional)
6. Click the **Apply Changes** button to save*
7. Repeat Steps 2-6 for additional substitutes
8. Click the View Current Substitutes link to view your list
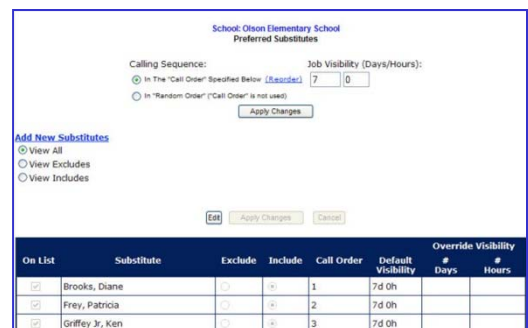
*If you do not wish to save the changes click the **Cancel** button.

*Indicates functions that might not be used by your school

What is the concept of "Percent Visibility" *?

Your list of preferred substitutes will either begin to have access to assignments at your school a certain number of days in advance of the job beginning , or they will begin to have access to jobs for a certain percentage of the "lead time" of the absence, depending on the method that is utilized at your district.

1. **Best Match** – Employee's preferred or "favorite five" substitute.

2. **Second Best Match** – School's Preferred substitute.

3. **Finally** – District Level (non-preferred substitute)

Lead Time is a key concept when dealing with this feature. Lead time is calculated as the time difference between when the absence is entered and the time that the absence starts.

Example: "Ellen" the employee creates an absence at 4:00 p.m. on January 3rd, and her absence starts at 8:00 a.m. on January 4th. This gives the system exactly 16 hours and 0 minutes of lead time.

10 hours, 42 min. visibility (65% - District List)

12 Hours Visibility (75% - School's List)

16 Hours Vis.   (100% - Employee's Favorites)

Absence created 4:00 p.m. on Jan 3 – Employee's list has exclusive access immediately

8:00 p.m. Jan 3 – school's list gains access to job.

9:36 p.m. Jan 3 – district list gains access.

Absence starts 8:00 a.m. on Jan 4
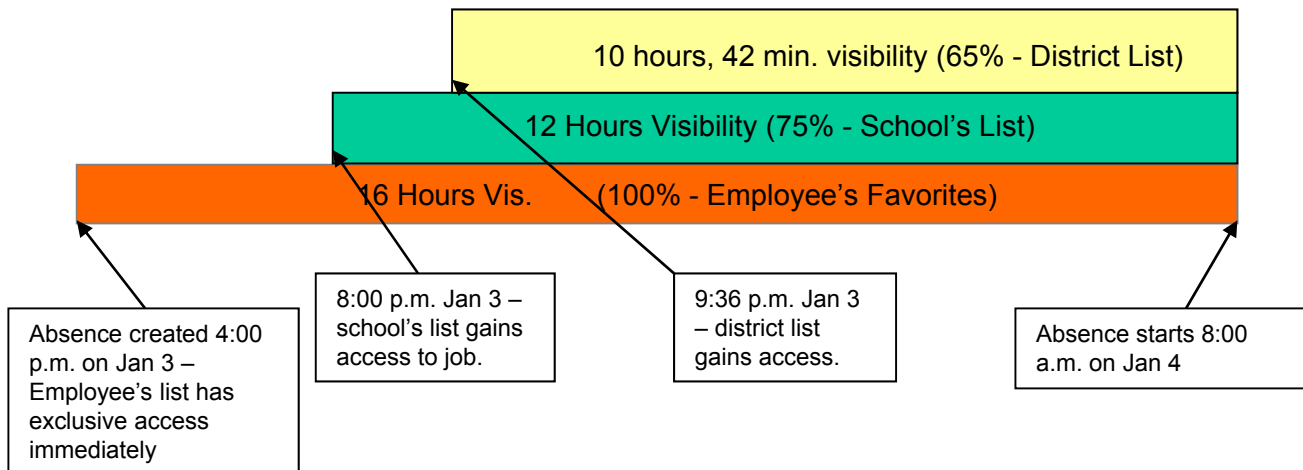
1. Ellen's list of favorite or preferred subs would have visibility for 100% of the lead time. The employee's preferred sub would have access to the job beginning at 4:00 p.m. on Jan 3.

2. In our example, the school's favorite subs have been configured to see the jobs for only 75% of the lead time. 75% of 16 hours is 12 hours. School's preferred subs would begin to have access to the job at 8:00 p.m., 12 hours before the absence starts.

3. District preferred subs have been configured to have access to the job for 65% of the lead time. In this case, they would begin to see the job 10 hours and 24 minutes before it starts, or at 9:36 p.m.

The percentage calculations are all determined by your district's Aesop administrator. For specific information on how your district is setup, please contact your local Aesop contact.

Aesop
for education

Reports Section

We will briefly review a few of the most commonly used reports.

Report Writer Reports*

Custom reports are created at the district level and accessible at the principal level.

Find the report you wish to run and click the Run with new filters link.

Edit the Filter(s) and then click **Run**.

You can now choose your Output Type. **HTML** displays the report as if you were viewing a Web site. **Excel Compatible (csv)** allows you to export the report into Excel for further data manipulation.

You also have the option for Aesop to e-mail you the results by entering your e-mail address and clicking the checkbox.

Click **Run**.

Daily Report

Most widely used report within Aesop. The Daily Report lists all absence information.

Unfilled – absences requiring subs but currently do not have one

Filled – absences requiring subs and currently are filled

Sub Not Needed – absences that do not require sub replacement

Day of Week Absence Analysis

Breaks absences down by day, absence reason and employee. Maximum date range 365 days.

Absence Summary Report

Monthly calendar. Weekly totals at the bottom of report.

Absentee Report

The same information as the Daily Report except for a date range. If you run the report per school, maximum date range is 92 days. If you run the report for an individual employee maximum date range is 365 days.

Absence Approval

Approve absences via this report by clicking the Approve absences for this date range link at the beginning.

History By Date

Absentee report sorted by Substitute and totaled. Filterable by: Substitute. If you run the report per school maximum date range is 92 days. If you run the report for an individual substitute maximum date range is 365 days.

Call History Report

View all outbound phone calls from Aesop to substitutes, as well as all inbound phone calls to Aesop from substitutes. This report also displays the details of these phone calls.

Substitute Availability Report

You can review the availability of all subs for a specific date. This report also allows you to view all sub skills and whether the sub prefers to work at your school location or not.

Substitute Sign In

Use this report for your substitutes to sign in when they arrive at school.

Substitute Exclusions

View all substitutes you have excluded from your school.

Employee Register

Register can be broken down by employee types. Sorted by active, inactive or both.

If a teacher forgets their Pin number you can retrieve it from this report.

Voice Recording Instructions

You have the ability to voice record your employees name and title. Just follow the phone system instructions and Aesop will prompt you for the **Recording ID** (number at the far left of the name).

Format: first & last name, grade level and subject matter if applicable. Example:

"Joe Doe 1st Grade" or "Joe Doe 8th Grade Social Studies."

February 2011
*Indicates functions that might not
be used by your school

20

Absence Interactive

The Absence Interactive report allows the administrator to pull information and statistics from Aesop for a large date range.   This report also offers a variety of ways that the data can be grouped, and also gives the user the ability to download the detailed data to an Excel spreadsheet.

Miscellaneous Section

You can Change your PIN, have access to all User Guides and the Interactive Help feature.

Change Pin

Enter your current Pin then enter the New Pin and retype it. Make sure you tell everyone who uses this Pin you have changed it.

Quick Start User Guides

You have the ability to view/print the QuickStart User guides and the phone guides. You also have access to the Aesop Employee and Substitute Training Videos.

Absence Approval Process

1. Absence is created by the employee for an absence reason which requires approval
2. IF – there is a HOLD UNTIL APPROVED setting – then the absence WILL NOT be shown to substitutes until it has been approved.
3. The Administrator who is responsible for approving the absence will get an email
4. Administrator logs in to website – can click to Approve one or more absences
5. Employee can receive an email when the absence has been approved
6. If another Level of Approval has been created the process would continue

Absence created

Approval Status

Approvers listed

Comments about approval

Administrator receives an email.

An absence that needs approval has been created for Jason Herr (Math).

Starting: 11/26/2008
Number of absences: 1
Requires Substitute: Yes

Click here to view this absence:
http://www.aesoponline.com/login.asp?location=absenceModify.asp?TB=TAB6%26TB2=%26absr_id=29385580

Click here to view a list of absences needing approval:
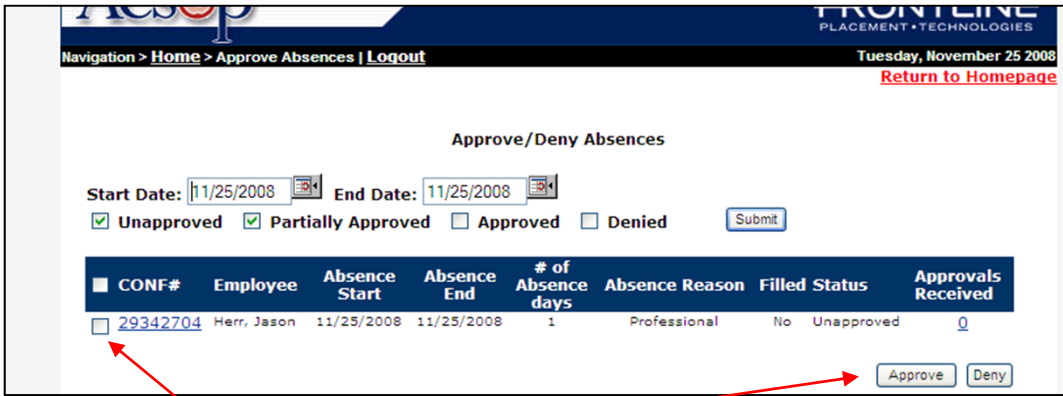http://www.aesoponline.com/login.asp?location=abs_ApproveList.asp?%26startdate=%26enddate=11/26/2008%26status=0,%202

Please do not reply to this system generated message. If you need help or have additional questions, please send an email to mailto:ben825@juno.com.

Thank you for using the substitute assignment system.
Powered by AESOP.

*Indicates functions that might not be used by your school

On the Administrator website, click on "Approve Absences"
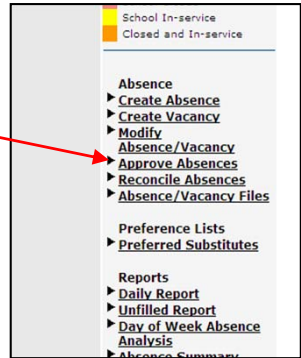
**Approval Report allows date range, view and action on all absences that have been entered for approval**


```
School In-service
Closed and In-service

Absence
▶ Create Absence
▶ Create Vacancy
▶ Modify
  Absence/Vacancy
▶ Approve Absences
▶ Reconcile Absences
▶ Absence/Vacancy Files

Preference Lists
▶ Preferred Substitutes

Reports
▶ Daily Report
▶ Unfilled Report
▶ Day of Week Absence
  Analysis
  Absence Summary
```


Check the box on the left and click "Approve" or "Deny" - when an absence is Denied – the absence is deleted but is still visible for review.
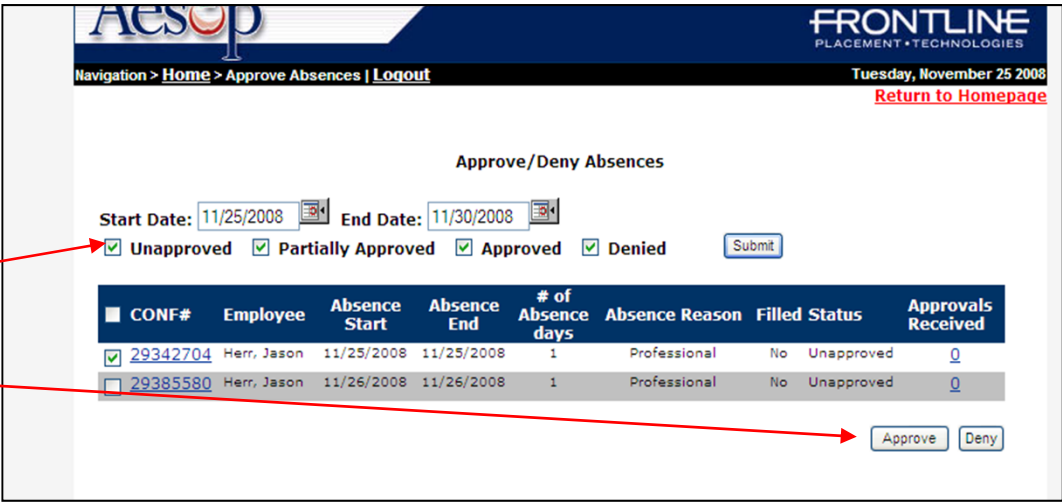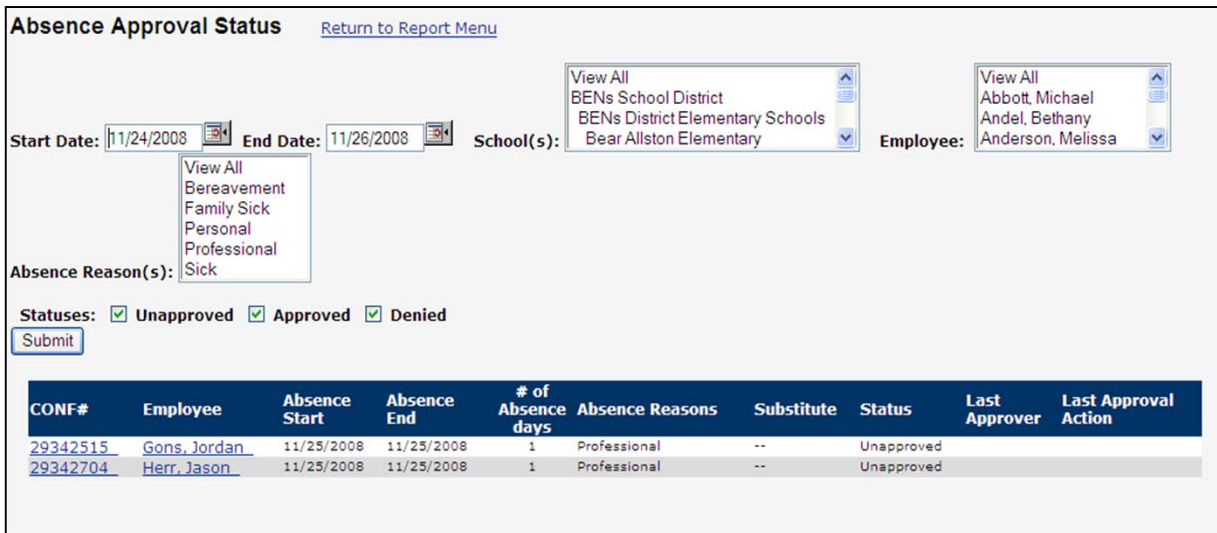

Multiple absences can be approved or denied in this report as well.

The Web Navigator can check the status of Approvals.

They can also approve the absences if they have the permission.

Click Reports

Absence

Absence Approval Status
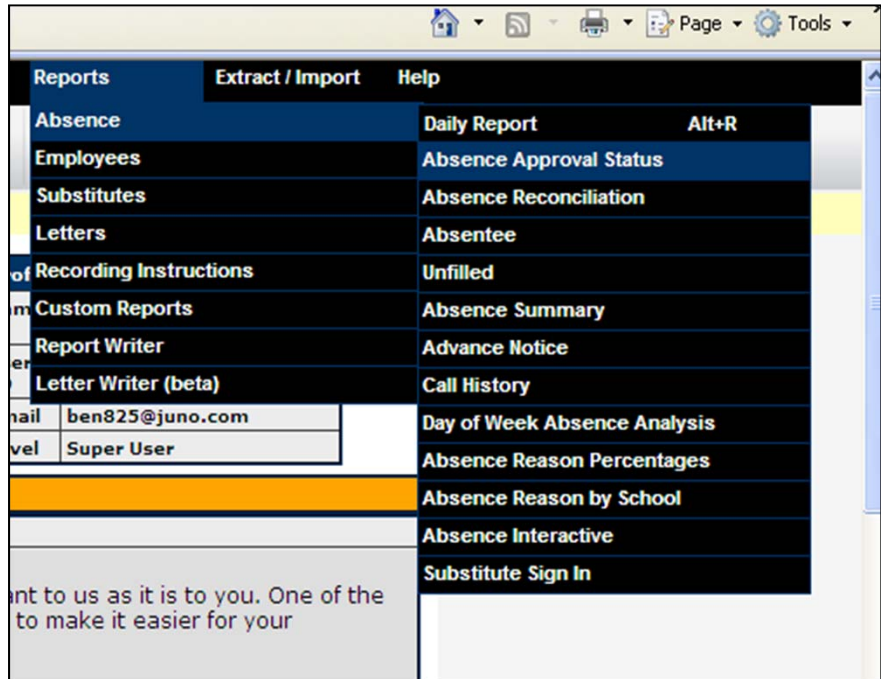
The Web Navigator is able to view the status on all of the Approvals.

*Indicates functions that might not be used by your school

The Employee Side of Approvals

Employee Creates an Absence that needs Approval –

The Administrator Approves or Denies the Absence

Employee can check the Status of the absence at their website

The employee can get an email when the absence is approved – even when it is Partially Approved.

An individual Absence, needing Approval, will also contain the "Log" of the process.

Click

Approval Log

Shows Approval emails sent

Shows who approved or denied the absence.

Once the absence is approved or denied by the next approver – that status appears to the employee in their webpage and email.

This email is to notify you that the absence Confirmation #29492706 has been Approved by Assistant Superintendent.

The following are the details of the job:

```
*************
 Job Summary
*************
Starting on          : 12/03/2008
School               : Omega Elementary
Title                : Math
Teacher              : Herr, Jason
Substitute           : not assigned yet
Confirmation No.     : 29492706        This absence
needs a substitute.


**********
 Job Days
**********
School / Reason                          Date
From    To
---------------------------------------- --------
------- -------
Omega Elementary                        12/03/08
7:55AM  3:15PM
        Reason: Professional
```


This email is to notify you that the absence Confirmation #29553442 has been Denied by Bill Approver.

The following are the details of the job:

```
*************
 Job Summary
*************
Starting on          : 12/05/2008
School               : Omega Elementary
Title                : Math
Teacher              : Herr, Jason
Substitute           : not assigned yet
Confirmation No.     : 29553442        This absence
needs a substitute.


**********
 Job Days
**********
School / Reason                          Date
From    To
---------------------------------------- --------
------- -------
Omega Elementary                        12/05/08
7:55AM  3:15PM
        Reason: Professional
```

February 2011
*Indicates functions that might not
be used by your school

27