

# Aesop QuickStart User Guide for Campus Users

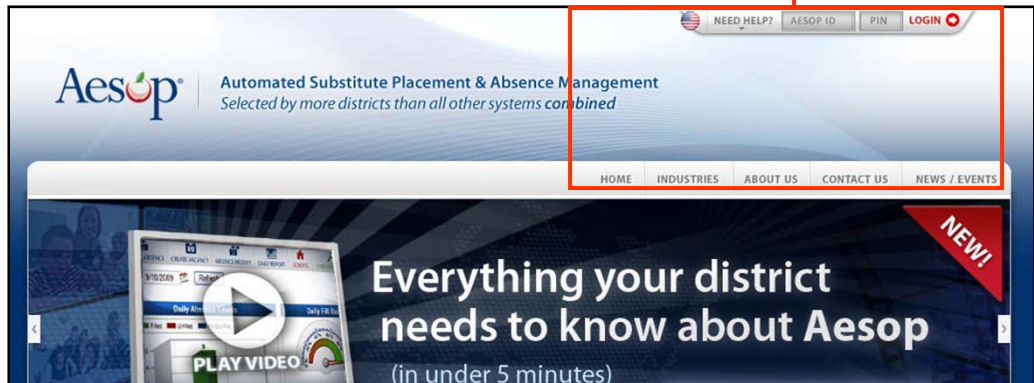
This guide will show you how to:

- 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

## 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

Navigation > Home | Logout Tuesday, February 14 2006

Good afternoon, Olson Elementary School

February 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	1	2	3	4	

School Closed

- Absence
  - Generate Absence
  - Create Vacancy
  - Modify Absence/Vacancy
  - Approve Absences
- Preference Lists
  - Preferred Substitutes
- Reports
  - Daily Report
  - Unfilled Report
  - Day of Week Absence Analysis
  - Absence Summary
  - Absentee Report
  - Absence Approval Status
  - Substitute History by Date
  - Call History
  - Substitute Availability
  - Substitute Sign In
  - Excluded Substitute Report
  - Employee Register
  - Voice Recording Instructions
- Misc.
  - Change PIN
  - Quick Start User Guides
  - Interactive Help

Messages

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](mailto:support@aesoponline.com).

Messages section

Contact Info

February 2011

\*Indicates functions that might not be used by your school



## 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](mailto: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.

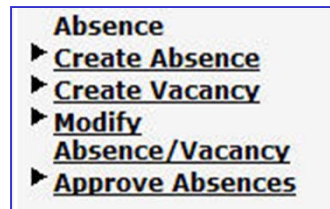
- Misc.**
- ▶ **Change PIN**
  - ▶ **Quick Start User Guides**
  - ▶ **Interactive Help**

## Absence Section

### Creating an Absence

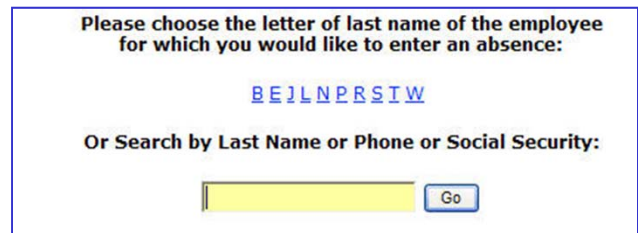
You have the ability to create absences on behalf of your employees.

Click **Create Absence** link.



#### 1. Select the Employee

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



Click the name of the employee.

Employee	Phone	School
<a href="#">Rotter, Mark</a> (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



Next >

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.

Day of Week displayed

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

Name	Qualified and Available Checks				Other Checks				Assign
	Skill Check	Other Job Check	Non-Work Day Check	Excl	Preferred School Check	Sub Rej. Job	Job w/in Sub Visibility	In Sub Call Time	
Allston, Benjamin Phone:(555) 452-3510	✓	✓	✓	✓	✓	No	Yes	Yes	<a href="#">Assign</a>
Andrews, Jeffrey Phone:(555) 727-0377 <a href="#">Call History</a>	✓	✓	✓	✓	✓	No	Yes	No	<a href="#">Assign</a>

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:

View Qualified and Available  
 View All

\* 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.

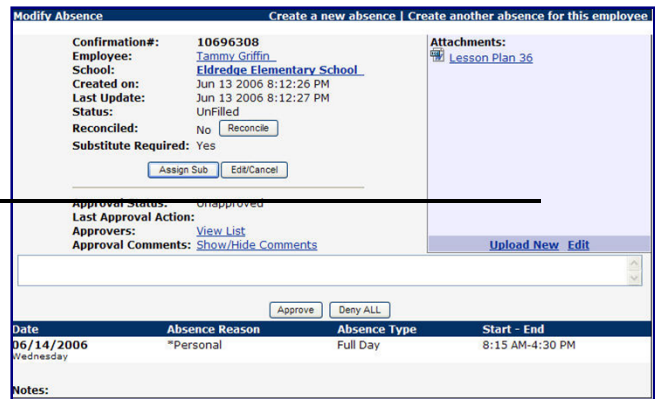
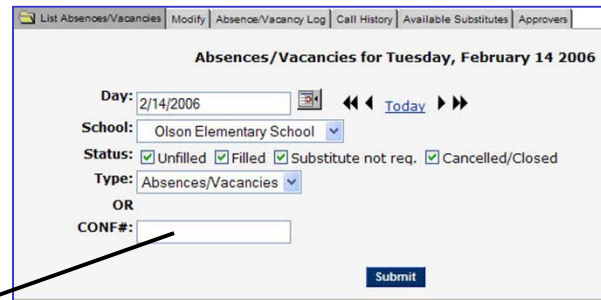


Figure 8.17 Upload Files dialog box

## 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#**.

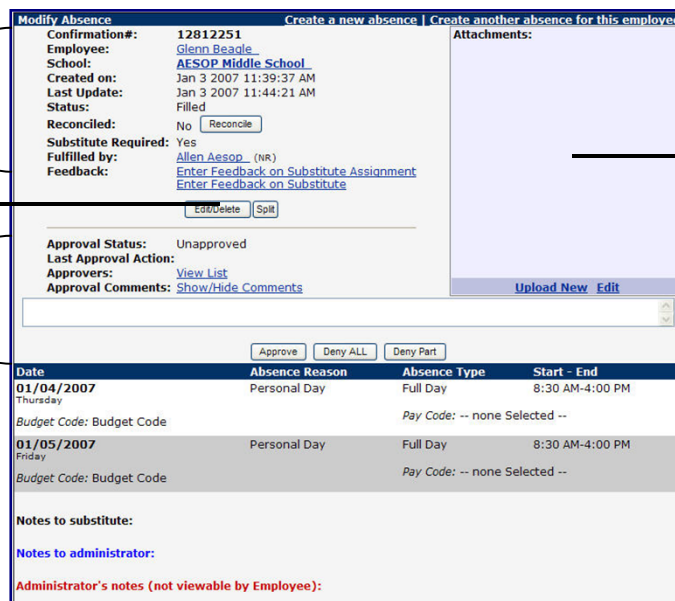


Absence Information section

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

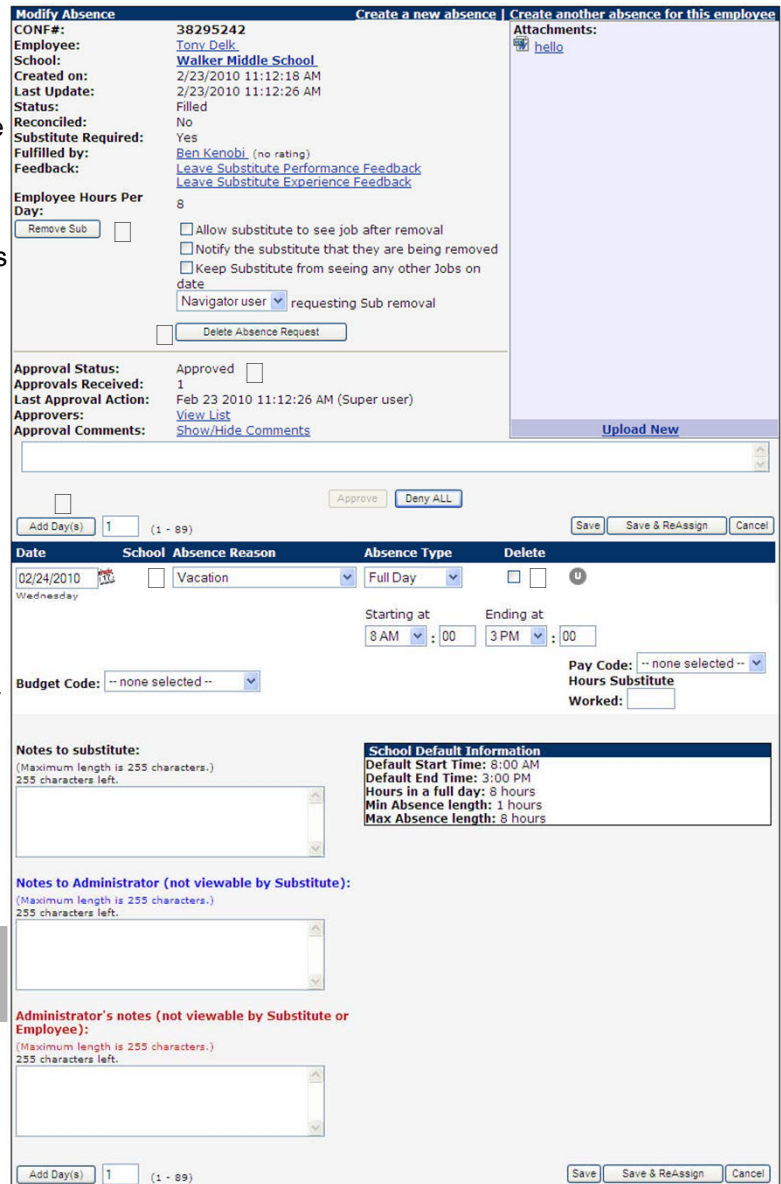
**Approval Status** – approve or deny this absence [Chapter 12]

**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 - 88)

Add Day(s)

Save


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

Save

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.

**CONF#:** 38295242  
**Employee:** [Tony Delk](#)  
**School:** [Walker Middle School](#)  
**Created on:** 2/23/2010 11:12:18 AM  
**Last Update:** 2/23/2010 11:12:26 AM  
**Status:** Filled  
**Reconciled:** No  
**Substitute Required:** Yes  
**Fulfilled by:** [Ben Kenobi](#) (no rating)  
**Feedback:** [Leave Substitute Performance Feedback](#)  
[Leave Substitute Experience Feedback](#)

**Employee Hours Per Day:** 8

Allow substitute to see job after removal  
 Notify the substitute that they are being removed  
 Keep Substitute from seeing any other Jobs on date  
 Navigator user  requesting Sub removal

Remove Sub

## Assign Substitute to job\*

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#)

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

View Qualified and Available  
 View All

## 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 a substitute for conf#:8266302](#)  
[Return to Absence Modify \(Unlock\)](#)

[List Absences/Vacancies](#) | [Modify](#) | [Absence/Vacancy Log](#) | [Approval Log](#) | [Call History](#) | [Available Substitutes](#) | [Approvals](#) | [Attachments](#)

Enter a Confirmation Number:

[Assign a substitute for conf#:48541606](#)  
[Return to Absence Modify](#)

Please type the first few letters.

View Qualified and Available  
 View All

Name	Qualified and Available Checks					Other Checks			Assign
	Skill Check	Other Job Check	Non-Work Day Check	Excl	Preferred School Check	Sub Rej. Job	Job w/in Sub Visibility	In Sub Call Time	
Allston, Benjamin Phone:(555) 420-3510	✓	✓	✓	✓	✓	No	Yes	Yes	<a href="#">Assign</a>
Andrews, Jeffrey Phone:(555) 727-0277 <a href="#">Call History</a>	✓	✓	✓	✓	✓	No	Yes	No	<a href="#">Assign</a>

Assign Sub

## Absence Split\*

You can split an absence one of two ways:

1. Split Individual, or
2. Split At

Date	Absence Type	Start - End	Split Individual	Split At None
2/15/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/16/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/17/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/20/2006	Full Day	7:30 AM-3:30 PM	<input checked="" type="checkbox"/>	<input type="radio"/>

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 Successful. Click here to go to CONF# 9386205.

Date	Absence Type	Start - End	Split Individual	Split At None
2/15/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/16/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/17/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>

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.

Status	Who	Where	Date	Description
Absence	Olson Elementary School	Principal Web	2/14/2006 1:17:45 PM	Created
Date Range	02/15/2006 - 02/20/2006			
Day:	02/15/2006 07:30-15:30	Principal Web	2/14/2006 1:17:45 PM	Created
Day:	02/16/2006 07:30-15:30	Principal Web	2/14/2006 1:17:45 PM	Created
Day:	02/17/2006 07:30-15:30	Principal Web	2/14/2006 1:17:45 PM	Created
Day:	02/20/2006 07:30-15:30	Principal Web	2/14/2006 1:17:45 PM	Created
Absence split to ID=9386205		Principal Web	2/14/2006 1:18:25 PM	Updated
Day Split:	02/20/2006 07:30-15:30	Principal Web	2/14/2006 1:18:25 PM	Absence Date Deleted from ABSR
Date Range Changed	From:02/15/2006 - 02/20/2006 To:02/15/2006 - 02/17/2006	Principal Web	2/14/2006 1:18:25 PM	Updated

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

**Reconcile Absences/Vacancies**

Select a date range:

From: June 16 2006 To: June 30 2006

---

**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

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

Substitute Name

Current Status

Reconcile / No Action radio buttons

Employee Name and Confirmation number

**Not Reconciled Absences/Vacancies**

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
Williams, Fredericka Conf #: <a href="#">10696383</a>	Aesop, Allen	Not Recon	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a>
Rozell, Lori Conf #: <a href="#">10696384</a>	Andrews, Jeffrey	Not Recon	<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a>

Apply Changes or Undo Changes

Edit allows you to change the absence information

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

## 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'.

**Modify Absence** | Create a new absence | Create another absence for this employee

Confirmation#: 26054062  
 Employee: Elisa Hestand  
 School: Sawyer Elementary School  
 Created on: Mar 13 2009 11:04:51 AM  
 Last Update: Mar 13 2009 11:05:01 AM  
 Status: Substitute Not Needed  
 Reconciled: No  
 Substitute Required: No  
 Employee Hours Per Day: 8

Attachments: hello

Upload New

Save Save & Assign Cancel

Date	Absence Reason	Absence Type	Delete
3/11/2009 Wednesday	Sick > Family	Half Day AM	<input type="checkbox"/> <b>R</b>
3/12/2009 Thursday	Sick > Family	Half Day AM	<input type="checkbox"/> <b>U</b>
3/13/2009 Friday	Sick > Family	Half Day AM	<input type="checkbox"/> <b>R</b>
3/16/2009 Monday	Sick > Family	Half Day AM	<input type="checkbox"/> <b>U</b>

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

Navigation > Home > Reconcile Absences | Logout

Friday, March 13 2009

Return to Homepage

Reconcile Absences/Vacancies

Select a date range:

From: March 6 2009 To: March 16 2009

Submit

Absences/Vacancies from 3/6/2009 - 3/16/2009

Date	Total Absences/Vacancies	Reconciled	Not Reconciled
3/11/2009	1	1	0
3/12/2009	1	0	1
3/13/2009	1	1	0
3/16/2009	1	0	1

back to top

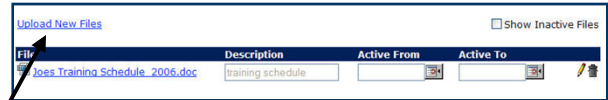
Privacy Policy | Contact Us

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 Protected under US Patents 6,334,133, 6,678,121, and 7,430,519 with additional patents pending.



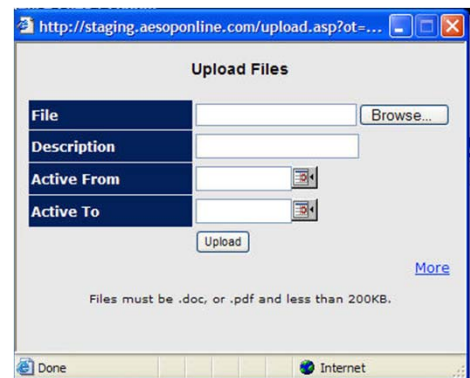
## Absence/Vacancy Files\*


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.

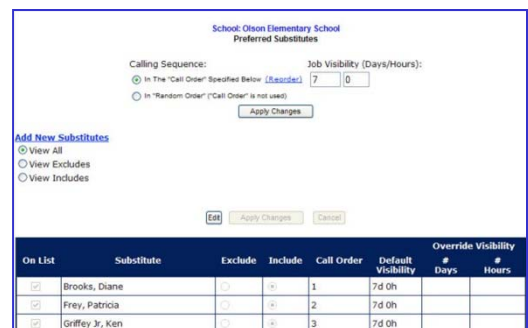
### To add a new substitute:

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

A B C D E F G H I



Apply Changes



\*If you do not wish to save the changes click the **Cancel** button.



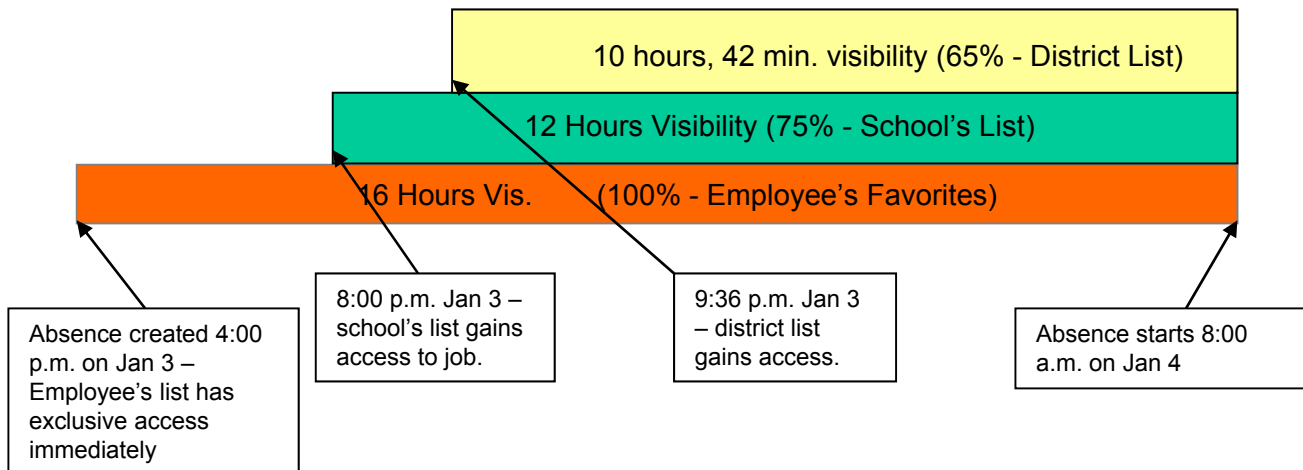
## What is the concept of “Percent Visibility” \*?

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 3<sup>rd</sup>, and her absence starts at 8:00 a.m. on January 4<sup>th</sup>. This gives the system exactly 16 hours and 0 minutes of lead time.*



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.*

## 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.

Report Template List						
Absence Data						
Name	Access	Created	Created By	Last Run	# Runs	
<a href="#">Consecutive Absences per Conf#</a>		6/25/2007	Nav. Super User		0	<a href="#">Run with new filters</a>
<a href="#">District Sub Report</a>		6/14/2007	Nav. Super User		0	<a href="#">Run with new filters</a>
<a href="#">Employee Absences</a>		2/27/2007	Nav. Super User		0	<a href="#">Run with new filters</a>
Absence Advanced Notice						
Name	Access	Created	Created By	Last Run	# Runs	
Absence Log Data						
Name	Access	Created	Created By	Last Run	# Runs	
Employee Information						
Name	Access	Created	Created By	Last Run	# Runs	
Substitute Information						
Name	Access	Created	Created By	Last Run	# Runs	
<a href="#">Substitute Active</a>		3/28/2007	Nav. Super User		0	<a href="#">Run with new filters</a>

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

**Chelsea Elementary School Daily Report**

Run Date: 2/17/2006 School: Chelsea Elementary School  
 Employee Type: View All Type: Absences/Vacancies Order By: School Employee Name  
 Submit  
 Display Options: Show All Choose Sections  
 Friday, February 17 2006

**UnFilled**

Name	External ID	Title	Room	Start/End	Duration	Absence Reason	Held Until	More Days	Time Recorded	CONF#
------	-------------	-------	------	-----------	----------	----------------	------------	-----------	---------------	-------

**Filled**

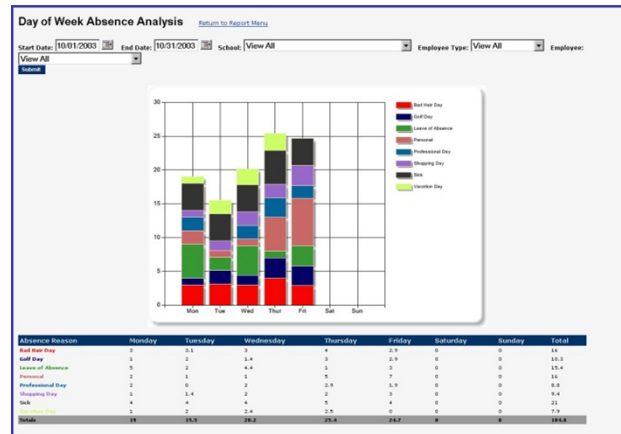
Name	External ID	Title	Room	Start/End	Duration	Absence Reason	Replaced by	Substitute External ID	Sub Phone	More Days	Time Recorded	CONF#
<b>School: Chelsea Elementary School</b>												
<b>Teacher</b>												
Knowles, Bill	5th	Main Grade Office	7:30 AM - 3:30 PM	Full Day	Sick	Shafer, Logan	(610) 412-3213	-->	2/16/06 1:42PM	8679866		

**Substitute Not Needed**

Name	External ID	Title	Room	Start/End	Duration	Absence Reason	More Days	Time Recorded	CONF#
<b>School: Chelsea Elementary School</b>									
<b>Administrator</b>									
Farley, Mark		Recess Bouncer	4	7:30 AM - 3:30 PM	Full Day	Bereavement	---	2/14/06 8:02AM	8679850

## Day of Week Absence Analysis

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





## 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.

**Substitute History By Date** [Return to Report Menu](#)

Start Date: 6/10/2004 End Date: 6/14/2004 School: [View All] Substitute: [View All]

Print with page breaks?

Date	Replaced	School	Teacher Title	End/Element	Start/End	Duration	Active	Conf #
6/10/2004	Adams, Greg	Kean Elementary School	Super Guy	Golf Day	07:00 - 15:00	Full Day	Yes	4025193
<b>Total Absences: 1</b>								
<b>Click, Click:</b>								
6/11/2004	Adams, Greg	John S. Armstrong Elementary School	Physical Education	Golf Day	08:30 - 15:00	Full Day	Yes	3970889
<b>Total Absences: 1</b>								
<b>Eric, Patricia:</b>								
6/10/2004	Julius, Matt	Seabrook Elementary School	Math	Personal	07:30 - 15:30	Full Day	Yes	4025208
6/11/2004	Julius, Matt	Seabrook Elementary School	Math	Personal	07:30 - 15:30	Full Day	Yes	4025208
6/14/2004	Julius, Matt	Seabrook Elementary School	Math	Personal	07:30 - 15:30	Full Day	Yes	4025208
<b>Total Absences: 3</b>								
<b>Isaman, Jonathan:</b>								
6/11/2004	Isaman, Jonathan	Harbo Elementary School	HS English	Personal	07:45 - 12:00	Half Day AM	Yes	4022001
<b>Total Absences: 1</b>								
<b>Patricia, Erik:</b>								
6/11/2004	Adams, Greg	Kean Elementary School	Super Guy	Sick	07:00 - 15:00	Full Day	Yes	4025250
6/14/2004	Adams, Greg	Kean Elementary School	Super Guy	Sick	07:00 - 15:00	Full Day	Yes	4025250
<b>Total Absences: 2</b>								

## 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.

**Call History** [Return to Report Menu](#)

Absence School: [Chester County School District] Date Range: 08/02/2000 to 05/25/2000

Submit

School: Anderson Elementary School

Date	Time	Direction	Status	Line	Substitute	Employee	Start Date	End Date	CONF #
09/27/2003	08:10:51	0	Aborted	Answer	Adams, Greg	Julius, Matt	09/22/2003	09/22/2003	2211121
<b>Total Calls: 1</b>									
School: John S. Armstrong Elementary School									
Date	Time	Direction	Status	Line	Substitute	Employee	Start Date	End Date	CONF #
09/13/2003	09:09:51	1	Accepted	Answer	Isaman, Jonathan	Isaman, Jonathan	09/14/2003	09/14/2003	2212921
09/16/2003	10:14:49	1	Accepted	Answer	Julius, Matt	Julius, Matt	09/06/2003	09/06/2003	2211121
09/16/2003	10:14:49	1	Accepted	Answer	Julius, Matt	Julius, Matt	09/06/2003	09/06/2003	2211121
09/16/2003	10:14:49	1	Accepted	Answer	Julius, Matt	Julius, Matt	09/06/2003	09/06/2003	2211121
09/16/2003	12:13:11	0	Accepted	Answer	Julius, Matt	Isaman, Jonathan	09/16/2003	09/16/2003	2211121
09/16/2003	12:15:29	1	Accepted	Answer	Julius, Matt	Isaman, Jonathan	09/16/2003	09/16/2003	2211121
09/20/2003	09:09:55	1	Accepted	Answer	Isaman, Jonathan	Isaman, Jonathan	09/20/2003	09/20/2003	2211121
09/22/2003	09:54:25	1	Accepted	Answer	Isaman, Jonathan	Isaman, Jonathan	09/20/2003	09/20/2003	2211121
<b>Total Calls: 8</b>									

## 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.

Date: 2/17/2006 Show Skills?

School: Chelsea Elementary School Skills: [All Skills]

Go

Please type the first few letters or choose a link from the list below. Search

A-Z | B | S-W

Name	Excluded	Sub Preference	Phone #	Skills
Adams, Alan	Yes	No	(610) 347-8970	Advanced French Aide Algebra Calculus, Physics, Elementary Analysis Computer
Adams, Bill		No	(920) 238-1122	
Adams, Greg		Yes	(234) 889-0939	Advanced French Aide Algebra Aid Bow Hunting Skills (Expires on 8/25/2008 in 920 days) Calculus Calculus, Physics, Elementary Analysis Certified Teacher Computer Computer Hacking Skills English Geography German Health (Expires on 6/30/2009 in 1229 days) History Information Systems Life Science Math (Expires on 9/3/2003, 167 days ago) Music Education Underwater Basketweaving

## Substitute Sign In

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

**Substitute Sign In Report** [Return to Report Menu](#)

Start Date: 6/14/2004 End Date: 6/14/2004 School: [View All] Employee: [View All]

Type: [View All] Absence Reason: [View All]

Submit

Date	Extended ID	Name	Employee Title	Substitute Title	Absence Reason	Start/End	Extended ID	Substitute	CONF #
06/14/2004		Julius, Matt	Teacher	Math	Personal	07:30 - 15:30 Duration: Full Day		Patricia, Erik	4025208
<b>Signature Primary:</b>									
Signature: _____									
Acc't cd: _____									
06/14/2004		Adams, Greg	Teacher	Super Guy	Sick	07:00 - 15:00 Duration: Full Day		Patricia, Erik	4025250
<b>Signature:</b>									
Signature: _____									
Acc't cd: _____									

## Substitute Exclusions

View all substitutes you have excluded from your school.

School: Chelsea Elementary School  Show Employee exclusion lists?  
 View By:  Preference List  Substitute  
 Submit

Preference List Owner	Excluded Substitute(s)
School: Chelsea Elementary School	Gott, Bob
	Adams, Alen

## 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.

School: Chelsea Elementary School Employee Type(s): Staff Active: Yes  
 Submit

View All  
Cool Guy  
Teacher

**Staff Register: Chelsea Elementary School**

Name (# Schools)	Title	Phone	Pin	Active	Voice Messaging	Needs Substitute
<b>Chelsea Elementary School</b>						
<i>Teacher</i>						
Cobb, Glenn (1)	Biology Teacher	(610) 606-1561	5566	Yes	No	Optional
Ewing, Patrick (3)	Basketball Commentator	(900) 555-5555	4000	Yes	No	Optional
Fillis, Cynthia (6)	English	(610) 711-0922	5340	Yes	No	Yes
Fly, Black (1)	Teacher 3rd Grade	(555) 555-1212	1212	Yes	No	Yes
Jacket, Yellow (1)	Teacher 5th Grade	(555) 555-1214	1214	Yes	No	Yes
Knowles, Bill (1)	5th Grade	(253) 652-5878	1541	Yes	No	Optional
Position, Open (1)		(561) 651-6516	45636	Yes	No	Optional
Price, Jeremy (1)	5TH GRADE SCIENCE	(610) 286-4253	7236	Yes	No	Optional
Sauvinet, Traci (1)	4th grade	(612) 869-3222	5587	Yes	No	Optional
Williams, Kristi (1)	5th Grade	(610) 779-4589	5684	Yes	No	Optional
<i>Administrator</i>						
Bee, Honey (1)	Administrator	(555) 555-1213	1213	Yes	No	No
Farley, Mark (1)	Recess Bouncer	(610) 541-6465	6444	Yes	No	Optional
Hindman, Todd (1)	Director of Technology	(770) 651-2387	2387	Yes	No	Yes
<i>Masonry</i>						
Adams, Greg (1)	Super Guy	(123) 456-7890	7888	Yes	No	Optional

Total Employees: 15  
 Total Active Employees: 15  
 Total Active Employees requiring a message: 0  
 Total Active Employees requiring a Substitute: 14  
 Total Itinerant Employees: 3

## 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 1<sup>st</sup> Grade" or "Joe Doe 8<sup>th</sup> Grade Social Studies."

School: Chelsea Elementary School  
 Submit

Having proper voice recordings on file for your employee names and titles is critical to ensuring optimal results from the AESOP System. The voice recording is played to substitutes when AESOP is distributing an available assignment so the substitute is aware of who they are being requested to substitute for. These recordings can be made either by the individual employees, or they can be created or modified by you through following the below instructions.

**Step 1:** Call the automated telephone system at 1-800-942-3767. When prompted to enter your ID, enter 3119 followed by the # key. Next enter your PIN number followed by the # key. After entering your PIN, AESOP will welcome you to the Voice-Recording menu.

**Step 2:** Follow the prompts to record employee names and titles. The ID number that the system will ask you for is the "Recording ID" found in the left column of the report below.

Recording ID	Employee Name	Employee Title	School	Number Schools Employee In	Recorded
475188	Honey Bee	Administrator	Chelsea Elementary School	1	NO
195361	Glenn Cobb	Biology Teacher	Chelsea Elementary School	1	NO
136156	Mark Farley	Recess Bouncer	Chelsea Elementary School	1	NO
475187	Black Fly	Teacher 3rd Grade	Chelsea Elementary School	1	NO
444659	Todd Hindman	Director of Technology	Chelsea Elementary School	1	NO
475189	Yellow Jacket	Teacher 5th Grade	Chelsea Elementary School	1	NO
187209	Open Position		Chelsea Elementary School	1	NO
115403	Greg Adams	Super Guy	Chelsea Elementary School	1	YES
300720	Patrick Ewing	Basketball Commentator	Chelsea Elementary School	3	YES
280728	Cynthia Fillis	English	Chelsea Elementary School	6	YES
224895	Bill Knowles	5th Grade	Chelsea Elementary School	1	YES
93622	Jeremy Price	5TH GRADE SCIENCE	Chelsea Elementary School	1	YES
51625	Traci Sauvinet	4th grade	Chelsea Elementary School	1	YES
59712	Kristi Williams	5th Grade	Chelsea Elementary School	1	YES



## 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.

The screenshot shows the 'Absence Interactive' report interface. It includes filters for Date Selection (Quick: Last Month), School(s) (Shakopee School District #720, Central Family Center, Pearson Elementary), Absence Reason(s) (Comp Time, Floating Holidays, Funeral Ext. Family, Funeral Imm. Family, 10 Self 10 Days), Employee Type(s) (View All, Technology Staff, Teacher), and Group By (Date(Weekly), 50 Items). A table below shows absence counts and percentages for various weeks in 2005.

		Absence counts				Absence percentages			
Details	Year Week	Absences	Need sub	Filled	Unfilled	Not need sub	% of Total	% Filled	% Unfilled
Download	2005 12/01/2005 - 12/03/2005	53	53	50	3	10	12.62	95.02	4.98
Download	2005 12/04/2005 - 12/19/2005	134	115	110	5	19	31.90	95.65	4.35
Download	2005 12/12/2005 - 12/17/2005	151	138	120	18	17	28.99	88.55	10.45
Download	2005 12/18/2005 - 12/24/2005	72	61	59	2	15	18.81	92.19	7.81
Download	2005 12/25/2005 - 12/31/2005	3	0	0	0	3	0.71	0.00	0.00
Download		420	356	329	27	64	100.00	92.42	7.58

## 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.

The 'Change your PIN' form contains three input fields: 'Current PIN', 'New PIN', and 'Retype PIN'. Below the fields are two buttons: 'Apply Changes' and 'Cancel'. A link for 'Need help? PIN Guidelines.' is also present.

## 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.

The screenshot shows a navigation menu with three sections:
 

- Documents:** Employee Guide, Substitute Guide, Administrator Guide, Instructor Guide for Training Substitutes, Instructor Guide for Training Employees.
- Videos:** Creating absences for travelling employees, Employee Basic Training Video, Employee Advanced Training Video, Substitute Basic Training Video, Substitute Advanced Training Video.
- NEW AESOP Phone Guides:** Employees, Substitutes, Administrators.

 A 'Return to Homepage' link is in the top right. A note at the bottom states 'Adobe Flash Player is required to view the training videos.' with a Flash Player icon.

## 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

The screenshot shows the 'Modify Absence' page in the Aesop system. The page includes a navigation bar with 'Home > Modify Absence | Logout' and a date of 'Tuesday, November 25 2008'. The main content area displays details for an absence with Confirmation # 29385580, Employee Jason Herr, and School Omega Elementary. The absence is currently 'Unapproved' and requires a substitute. A table below shows the absence details for 11/26/2008 (Wednesday), Professional reason, Full Day, from 7:55 AM to 3:15 PM. A table on the right shows 'Attachments' with a file named 'just a test'. A table at the bottom shows 'Approval Status' as 'Unapproved' with 0 approvals received. A table at the bottom shows 'Approval Comments' with links for 'View List' and 'Show/Hide Comments'. A table at the bottom shows 'Notes to substitute'.

Annotations on the left side of the screenshot:

- Absence created**: Points to the Confirmation # 29385580.
- Approval Status**: Points to the 'Unapproved' status.
- Approvers listed**: Points to the 'View List' link.
- Comments about approval**: Points to the 'Show/Hide Comments' link.

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

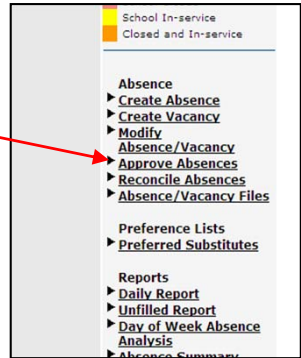
Click here to view this absence:  
[http://www.aesoponline.com/login.asp?location=absenceModify.asp?TB=TAB6%26TB2=%26absr\\_id=29385580](http://www.aesoponline.com/login.asp?location=absenceModify.asp?TB=TAB6%26TB2=%26absr_id=29385580)

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

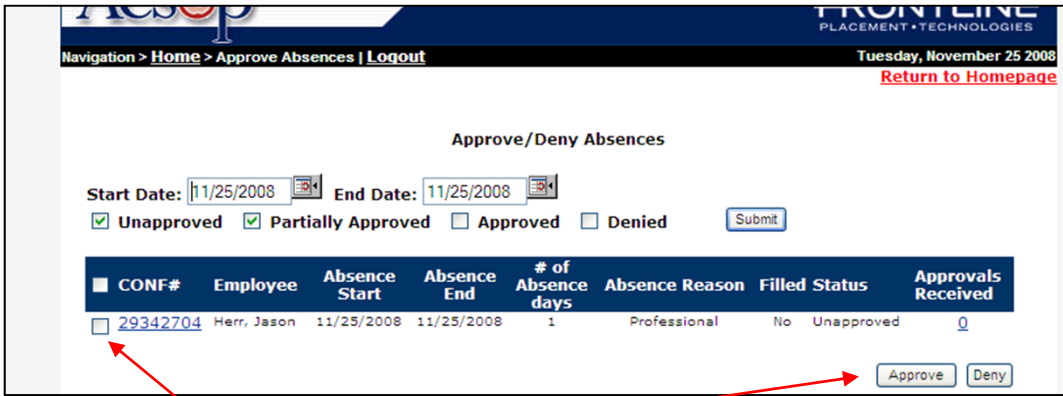
Please do not reply to this system generated message.If you need help or have additional questions, please send an email to <mailto:ben825@juno.com>.

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

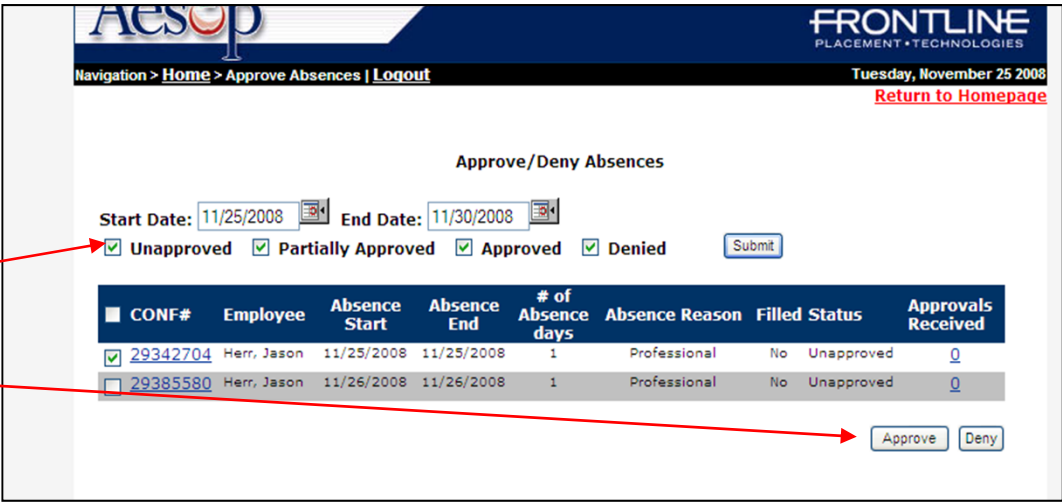
On the Administrator website, click on "Approve Absences"



Approval Report allows date range, view and action on all absences that have been entered for approval



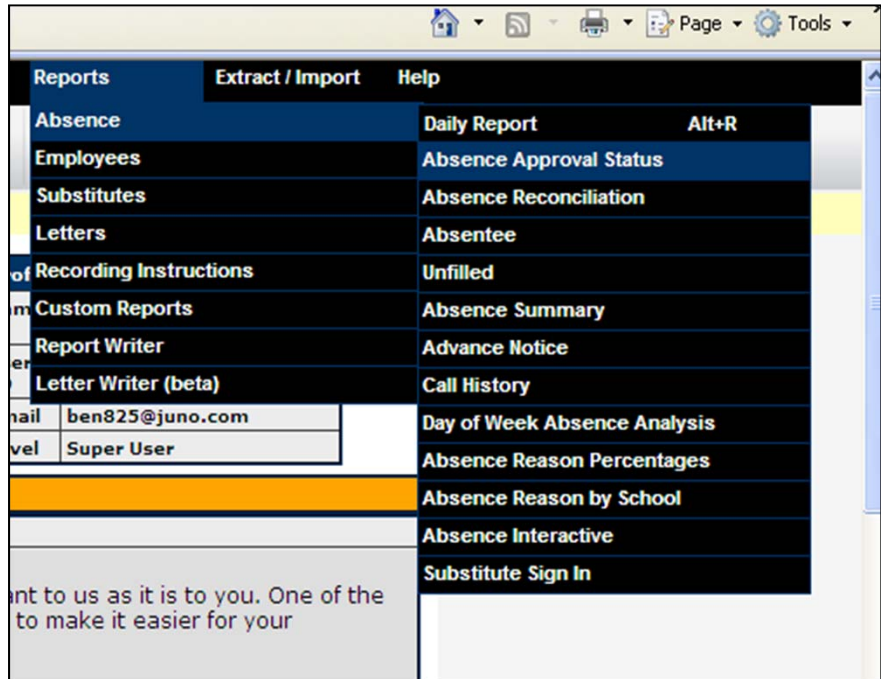
Check the box on the left and click "Approve" or "Deny" - when an absence is Denied - the absence is deleted but is still visible for review.



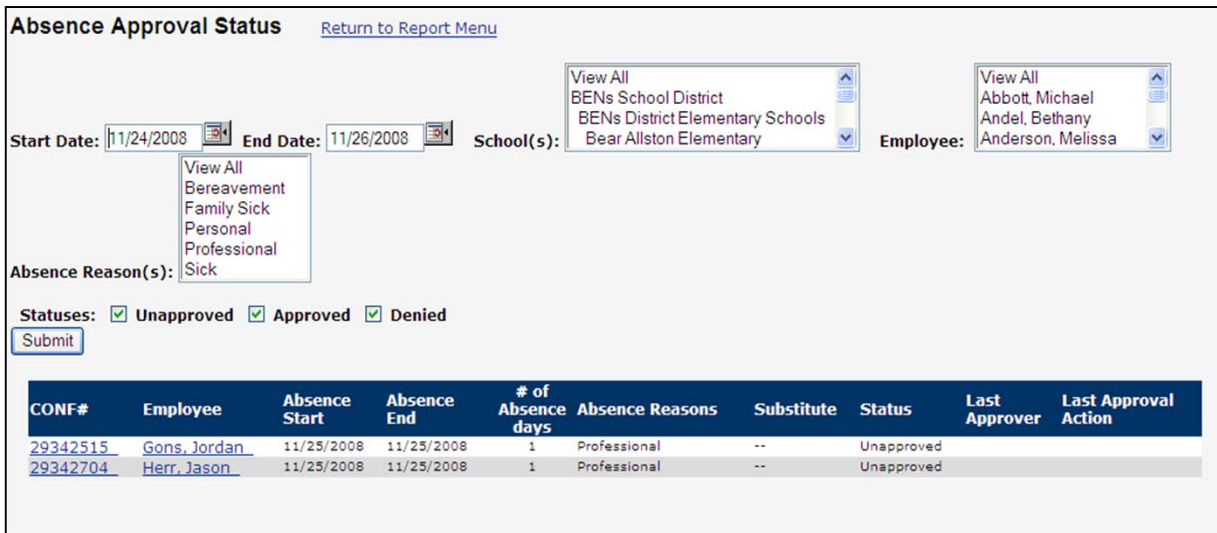
Multiple absences can be approved or denied in this report as well.

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.



## 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

Good afternoon, Jason Herr

**Messages**  
Posted: 12/2/2008

Notice: The system will be unavailable due to scheduled maintenance this Saturday morning, December 6th, from 5:00 a.m. until 10:00 a.m. EST. Thank you!

**Currently Scheduled Absences for the next 14 days**

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 29492706 , Starting: 12/3/2008					
12/3/2008	Omega Elementary	Professional	7:55 AM	3:15 PM	Full Day
STATUS: UnFilled CONF# 29553442 , Starting: 12/5/2008					
12/5/2008		Professional	7:55 AM	3:15 PM	Full Day

**Status of Future Absences that Require Approval**

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
29492706	12/03/2008	12/03/2008	1	Partially Approved	Bill Approver	Dec 2 2008 2:11:26 PM
29553442	12/05/2008	12/05/2008	1	Unapproved		

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

This email is to notify you that the absence Confirmation #29492706 has been Partially Approved by Bill Approver.

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
Omega Elementary 7:55AM 3:15PM Reason: Professional	12/03/08

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

Click  
Approval Log

[Aesop Edge Classes](#) | [Local User Groups](#) | [2009 National User Group:](#)

[List Absences](#) | [Modify](#) | [Absence Log](#) | [Approval Log](#) | [Call History](#) | [Available Substitutes](#) | [Approvers](#) | [Attachments](#)

[Modify Absence](#) | [Create a new absence](#) | [Create another absence for th](#)

**Confirmation#:** 29342704  
**Employee:** [Jason Herr](#)   
**School:** [Omega Elementary](#)  
**Created on:** Nov 24 2008 2:49:58 PM  
**Last Update:** Nov 25 2008 3:26:14 PM  
**Status:** UnFilled  
**Reconciled:** No   
**Substitute Required:** Yes  
**Employee Hours Per Day:** 9

**Attachments:**  
[just a test](#)

**Approval Status:** Approved  
**Approvals Received:** 2  
**Last Approval Action:** Nov 25 2008 3:26:14 PM (Assistant Superintendent)  
**Approvers:** [View List](#)  
**Approval Comments:** [Show/Hide Comments](#)

Date	Absence Reason	Absence Type	Start - End
11/25/2008 Tuesday	Professional	Full Day	7:55 AM-3:15 PM

Enter a Confirmation Number:

**Absence Approval Log Entries for Confirmation # 29342704**

Description	Who	Where	Date	Status
Approval Emails sent to 1 recipients (ben825@juno.com)		Automated Process	11/24/2008 2:49:59 PM	Approval Email Sent
Approved Absence Request (1)	Approver, Bill	Campus User Web	11/25/2008 3:18:44 PM	Approved
Approval Emails sent to 1 recipients (bbollenbach@gmail.com)		Automated Process	11/25/2008 3:18:44 PM	Approval Email Sent

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.

PLACEMENT • TECHNOLOGIES  
 Tuesday, December 2 2008

Good afternoon, Jason Herr

**Messages**  
 Posted: 12/2/2008

Notice: The system will be unavailable due to scheduled maintenance this Saturday morning, December 6th, from 5:00 a.m. until 10:00 a.m. EST. Thank you!

**Currently Scheduled Absences for the next 14 days**

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 29492706 , Starting: 12/3/2008					
12/3/2008	Omega Elementary	Professional	7:55 AM	3:15 PM	Full Day

**Status of Future Absences that Require Approval**

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
29492706	12/03/2008	12/03/2008	1	Approved	Assistant Superintendent	Dec 2 2008 2:21:18 PM
29553442	12/05/2008	12/05/2008	1	Denied	Bill Approver	Dec 2 2008 2:28:00 PM

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	