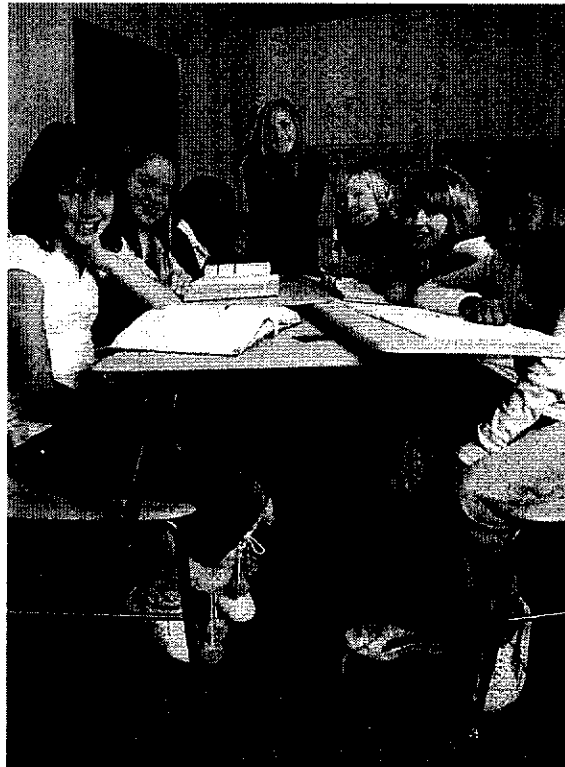


Aesop QuickStart Guide for Employees

This guide will show you how to:

- Log on to the Aesop system
- Navigate your Aesop home page
- Create an absence online
- Attach a file to an absence*
- Manage your schedule
- Cancel an absence *
- Manage your personal information*
- Track your absence history
- Select your preferred substitutes*
- Create an absence as an itinerant employee*
- Create an absence over the phone
- Access user guides and training videos



*Indicates functions that might not be used by your school
January 2010

Using Aesop Successfully

Create absences online or on the phone

Aesop offers both phone and Web services, so that you can create an absence anytime, anywhere. Online absences can be created as far as one year in advance. As soon as you register an absence, Aesop starts finding a qualified, available substitute for you.

Manage your schedule

With Aesop you can track how many absences you have taken and see absences you have already scheduled in the future. You can also track the types of absences you have on record, such as personal or professional development day. Aesop offers an easy way to store all your absence information in one place.

Leave notes and attachments for the substitute

By writing notes or attaching documents to your absence, you can assure that your substitute is prepared to handle your duties during your absence. Aesop lets both the district and the employee leave notes, as well as attach Word documents and PDF's to the absence.



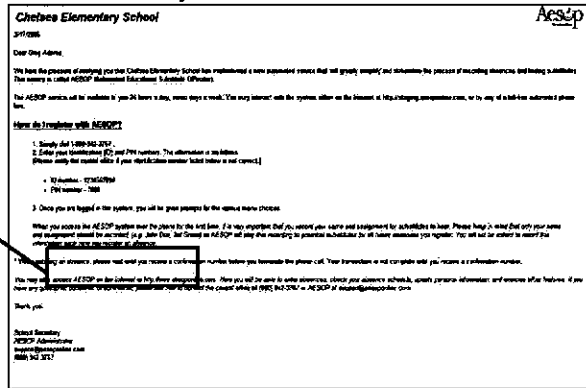
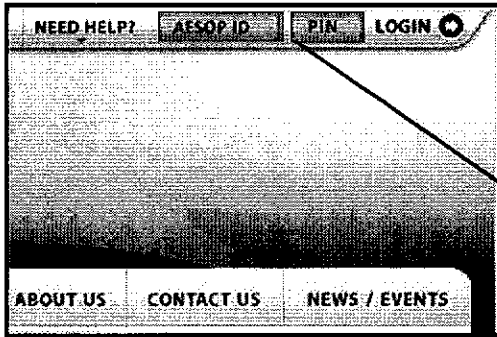
*Indicates functions that might
not be used by your school
January 2010

Online Services

Log on to Aesop

In your Internet browser address bar enter www.aesoponline.com and click the Go button.

Enter your ID and PIN from the personalized welcome letter you received from the district.



Aesop Login Page

Personalized Welcome Letter

Home Page

Interactive Calendar

Action Menu

Videos and Guides

Personal Information

Good Morning, Brad Francis

Message Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year!

Currently Scheduled Absences for the next 14 days:

STATUS	FROM	TO	REASON	START TIME	END TIME
FRONT	12/25/2009	12/25/2009	Christmas	8:00 AM	12:00 PM
FRONT	12/26/2009	12/26/2009	Christmas	8:00 AM	12:00 PM
FRONT	12/27/2009	12/27/2009	Christmas	8:00 AM	12:00 PM
FRONT	12/28/2009	12/28/2009	Christmas	8:00 AM	12:00 PM
FRONT	12/29/2009	12/29/2009	Christmas	8:00 AM	12:00 PM
FRONT	12/30/2009	12/30/2009	Christmas	8:00 AM	12:00 PM
FRONT	12/31/2009	12/31/2009	Christmas	8:00 AM	12:00 PM
FRONT	1/1/2010	1/1/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/2/2010	1/2/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/3/2010	1/3/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/4/2010	1/4/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/5/2010	1/5/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/6/2010	1/6/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/7/2010	1/7/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/8/2010	1/8/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/9/2010	1/9/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/10/2010	1/10/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/11/2010	1/11/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/12/2010	1/12/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/13/2010	1/13/2010	New Year's	8:00 AM	12:00 PM
FRONT	1/14/2010	1/14/2010	New Year's	8:00 AM	12:00 PM

Status of Future Absences that Require Approval:

ID	FROM	TO	REASON	START TIME	END TIME	APPROVAL STATUS
43466413	01/07/2010	01/07/2010	1	8:00 AM	12:00 PM	Approved

Questions: If you have questions about the rules or setup of the system contact Joseph Cappelloni at (999) 743-1098 or email: jcappell@frontlineplacement.com.

Personal Information: Email: francis@frontlineplacement.com, Phone: (999) 222-0054

Absence feedback*

Message Section

Currently Scheduled Absence
Absences requiring approvals*

Contact Information

*Indicates functions that might not be used by your school
January 2010

Home Page



Manage Absences Online

Create an absence

1. Select the **Create an Absence** tab on the left
2. Enter the **Start and End Dates** (see below)
3. Choose the **day(s) of the week**
4. Choose the **Absence Reason Type**
5. Select if a **substitute** is required
6. Specify the **Start and End Times** (if available)
7. Click the **Next** button

Screen One

Single Day or Sequential Multiple Day Absence

For an absence covering a single day or multiple days in a row, enter the Start & End Dates, but leave the days of the week boxes checked.

Absence every Monday for the next five weeks.

Recurring Absence

For an absence recurring several weeks in a row, enter the Start & End Dates and click the day(s) of the week boxes.

The example above shows how to create an absence for every Monday from 5/10/2010 to 6/18/2010.

*Note: Only a single substitute can be assigned to a recurring absence created under one confirmation number. Substitutes can only accept the entire confirmation number and all absences contained within.

*Indicates functions that might not be used by your school
January 2010

- Verify all information.
- Enter any notes for substitutes in the **Notes to Substitute** box. Substitutes can view these notes before they accept an assignment.
- Enter any notes for only the administrator to see in the **Notes to Administrator** box.
- Finalize the absence.

NOTE: You will see "Starting At" and "Ending At" times that you can customize ONLY if your district chooses to allow you to create custom length absences.

- **Save** – Aesop will find a substitute.
- ***Save & Assign** – Assign your own substitute.

Save Save & Assign Cancel

WARNING! Clicking the "save and assign" button indicates that you have PREARRANGED with the substitute that you are going to assign on the next page.

Aesop will display the day of the week underneath the date.

Screen Two: Multiple Day or Recurring Absence

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Asbstitute

Confirmation Number

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

Modify Absence

Confirmation#: 30345673
 Employee: Doug Brown
 School: Lincoln Middle School
 Created on: Dec 29 2008 8:41:25 AM
 Last Update: Dec 29 2008 8:41:25 AM
 Status: UnFiled
 Substitute Required: Yes
 Employee Hours Per Day: 8

Buttons:

Approval Status: Unapproved
 Approvals Received: 0
 Last Approval Action:
 Approver:
 Approval Comments: [View List](#) [Show/Hide Comments](#)

Date	Absence Reason	Absence Type	Start	End
12/30/2008	*Professional Day	Full Day	7:00 AM	3:00 PM

Notes to substitute:
 Notes to administrator (not viewable by Substitute):

Attach a file*

To attach a file to the absence for the substitute to view, click the **Upload New** link once you have finished creating your absence.

Successfully Created Absence

In the **Upload Files** dialog box select a file using the **Browse** feature. You can attach a Word document or a PDF to the absence.

Type a description and click **Upload** to attach the file.

Upload Files

File:

Description:

Files must be .doc, or .pdf and less than 200KB.

Upload Files dialog box

Modify Absence

Confirmation#: 10996308
 Employee: Tabitha Griffin
 School: Miralton Elementary School
 Created on: Jun 13 2006 8:12:26 PM
 Last Update: Jun 13 2006 8:12:27 PM
 Status: UnFiled
 Substitute Required: No

Buttons:

Approval Status: Unapproved
 Approvals Received:
 Last Approval Action:
 Approver:
 Approval Comments: [View List](#) [Show/Hide Comments](#)

Buttons:

Date	Absence Reason	Absence Type	Start	End
06/14/2006	*Personal	Full Day	8:15 AM	4:30 PM

Notes:

The file has been successfully saved and will be displayed in the **Attachments** section.

*Indicates functions that might not be used by your school
 January 2010

NOTE: Substitutes cannot view attachments until they have accepted the assignment.

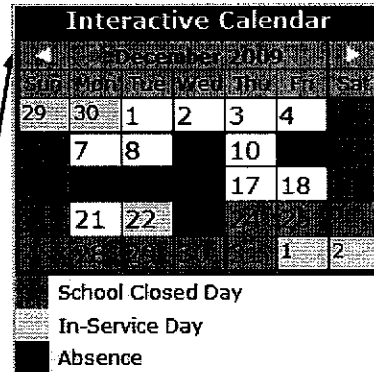
Manage my Schedule

Interactive Calendar

To view your assignment schedule, you can click on the **View my Schedule** tab on the action menu on the home page or you can choose a specific date on the **Interactive Calendar**.

Aesop displays three types of days on the calendar:

- **Closed** – you cannot create an absence on this date. You typically see "Closed" days during national holidays.
- **No Substitute Needed** – if you normally need a substitute, Aesop will not find one on this date. This option is most often seen in conjunction with Professional Development days or In-Service days.
- **Absence** – you have created an absence on this date



Use the calendar arrows to select different months

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January 2010

View my schedule

On your schedule, you can view your assignments in three ways:

- Weekly schedule
- 3-month calendar view
- All absences scheduled for the current month

Click on a date in the 3-month calendar view, and the weekly schedule will change to that week.

View the current week

View all jobs created in the current month

Use the Change Date drop-down window to review absences further in the past or future.

3-month calendar view

Week View from 12/21/2009 - 12/25/2009				
Monday, Dec 21	Tuesday, Dec 22	Wednesday, Dec 23	Thursday, Dec 24	Friday, Dec 25
7:00 AM	Scheduled To Be Withheld			
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				

Currently Scheduled Absences for the selected month												
Date	Event	Absence	Start	End	Absence							
12/9/2008	Missy Ceura High School - No Make	Personal NYOB	8:00 AM	3:30 PM	Full Day							
12/11/2009		Personal NYOB	8:00 AM	3:30 PM	Full Day							
12/13/2009		Personal NYOB	8:00 AM	3:30 PM	Full Day							
12/14/2009		Personal NYOB	8:00 AM	3:30 PM	Full Day							
12/17/2009		Personal NYOB	8:00 AM	3:30 PM	Full Day							

*Indicates functions that might not be used by your school
January 2010

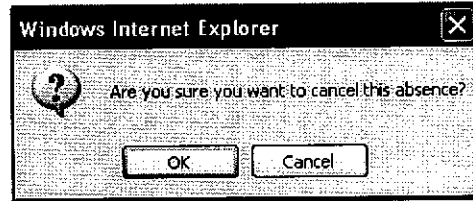
Cancel an Absence*

First enter your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab.

Go to Current Week					
Week View from 1/11/2010 - 1/15/2010					
Create an Absence					
	Monday, Jan 11	Tuesday, Jan 12	Wednesday, Jan 13	Thursday, Jan 14	Friday, Jan 15
7:00 AM					
8:00 AM					

You can cancel a scheduled absence by clicking the trash can under the assignment you wish to cancel.

A warning message will appear: "Are you sure you want to cancel this absence?" Click **OK** to cancel.



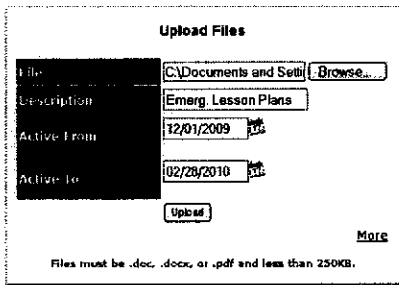
Go to Current Week					
Week View from 1/11/2010 - 1/15/2010					
Create an Absence					
	Monday, Jan 11	Tuesday, Jan 12	Wednesday, Jan 13	Thursday, Jan 14	Friday, Jan 15
7:00 AM					
8:00 AM					

The canceled absence no longer appears on your calendar and is listed as canceled on your list of currently scheduled absences.

*Indicates functions that might not be used by your school
January 2010

Absence Files*

Upload generic notes about your classroom, such as a snack or recess schedule, that will automatically be attached to every absence you create.



Click the **Upload New Files** link to attach your document. Specify the Active From and To dates and click **Upload**. Aesop will attach this document to every absence created during that time frame.

On the next screen you can:

- edit the description,
- change the active dates, or
- delete the attachment



*Indicates functions that might not be used by your school
January 2010

Preferred Substitutes*

You probably have a list subs who you prefer. You can create a list of these substitutes who Aesop will contact first, and may even hold the absence for a period of time for these subs, when you create an absence. If they are set and ranked as "Favorite Five" they can receive an email and a call during the first evening after absence creation

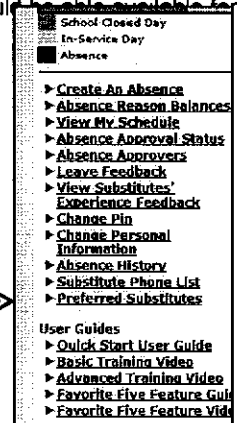
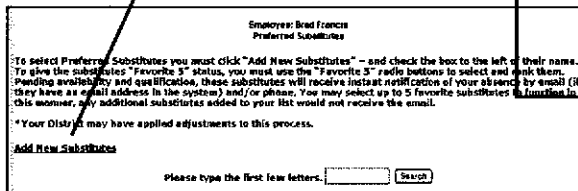
Some qualifying points to this:

- Sub must be available for the time (no other job)
- Sub cannot have a Non-Work Day
- Sub must meet any Qualifying Skills the district has set
- Aesop may make the absence available to a larger group of subs right when the absence is entered depending on district settings for absences created close to their start time.

** Keep in mind that subs who are preferred may be preferred by many employees. This means that the closer an absence is to starting, the less likely a preferred sub would be available for an absence.

To add a substitute:

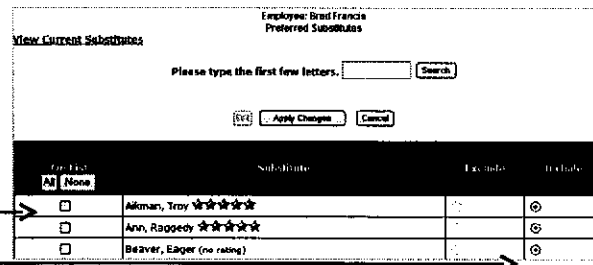
1. Click the **Preferred Substitutes** link
2. Click the **Add New Substitutes** link



3. The list of names will appear, or you may need to click on the alphabet letter for the desired substitute's last name, or enter the substitute's last name into the "Search" box and click Search

4. Click the box next to the name of the substitute you wish to select in the **On List** Column.

5. Select either **Exclude*** or **Include**



6. Click the **Apply Changes** button to save or **Cancel** if you do not wish to save the changes

7. Repeat Steps 2-6 for additional substitutes

*Indicates functions that might not be used by your school
January 2010

"Favorite Five" *

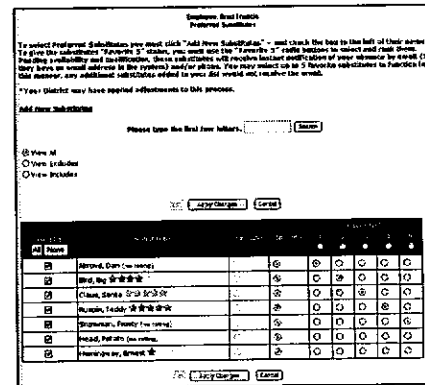
Employees who can set up a substitute preference list can also select five substitutes as their "favorites."

Substitutes marked as favorites, and who are considered "qualified and available" at the time the absence is created will be notified instantly by e-mail when an absence is entered by/for an employee that has selected them as a favorite.

Further, Aesop will begin calling the favorite substitutes during the next evening calling period, up to 120 nights before the absence.

To mark a substitute as one of the "Favorite 5":

1. Go through the steps to add substitutes to your preference list if you haven't already (see Preferred Substitutes on the previous page).
2. On the preferred substitute page, click **Edit**.
3. Choose your "favorite five" by clicking on the radio buttons in the last 5 columns to rank the subs in the order you want them to be listed.
NOTE: Aesop will call these subs in this order, but email notifications to these subs will be simultaneous. The job will also be able to be viewed by all of your Favorite Five AND any other preferred subs at the same time.



After you enter an absence, Aesop will send an email immediately to all five of your favorite substitutes who are available. They will also receive a phone call during the first available evening calling period depending upon their call settings and/or response to previous calls.

4. Click the **Apply Changes** button to save your selection(s) or click **Cancel** if you do not wish to save the changes.
5. Repeat Steps 2-4 to change which substitutes are listed as your favorite five or to change the order of your favorite five subs.

Go List:	Substitute	Exclude	Include	1	2	3	4	5
<input checked="" type="checkbox"/>	Akroyd, Dan (no rating)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bird, Big ★★★★★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Claus, Santa ★★★★★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ruxpin, Teddy ★★★★★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Snowman, Frosty (no rating)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Head, Potato (no rating)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Hemingway, Ernest ★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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January 2010

Creating an absence for an Itinerant Employee*

If you are an employee who works at more than one location, you will be able to enter your absences on the Aesop Web site with just a few easy steps. Consider the schedule below.

Monday:	Eagle Trace High	07:30 a.m. to 09:15 a.m.
	Massanutten Elementary	09:45 a.m. to 11:45 a.m.
	Mountainside Middle School	12:15 p.m. to 03:35 p.m.
Tuesday:	Eagle Trace High	09:45 a.m. to 11:45 a.m.
	Massanutten Elementary	12:15 p.m. to 03:35 p.m.

Click on **Create an Absence** on the home page. Then follow the steps below to create an absence for both days listed above.

Enter the Start and End Dates

Select the days of the week

Hold the Ctrl key and click to select all the schools

Select the Absence Reason Type

Select Yes or No if a substitute is required

Leave the Absence Type as Full Day

Click Next

Itinerant Employee Absence Screen One

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Enter the absence information according to the schedule.

Creating an Absence: Francis, Brad

Start Date	End Date	School	Absence Reason Type	Substitute Absence Type Required
09/13/2010	09/14/2010	Eagle Trace High	Illness > Sick	YES
Monday Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above				
Starting at: 7 AM : 30				
Ending at: 9 AM : 15				
09/13/2010	09/14/2010	Massanutten Elementary	Illness > Sick	YES
Monday Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above				
Starting at: 9 AM : 45				
Ending at: 11 AM : 45				
09/13/2010	09/14/2010	Mountainside Middle School	Illness > Sick	YES
Monday Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above				
Starting at: 12 PM : 15				
Ending at: 3 PM : 35				
<input type="button" value="Next >"/> <input type="button" value="Cancel"/>				

Itinerant Employee Absence Screen Two

Start Date	End Date	School	Absence Reason Type	Substitute Absence Type Required
09/13/2010	09/14/2010	Eagle Trace High	Illness > Sick	YES
Monday Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above				
Starting at: 7 AM : 30				
Ending at: 9 AM : 15				

Both 9/13 and 9/14 are entered in the date range, because the itinerant employee goes to Eagle Trace High on both days. At this point enter 9/13's Start and End times – you will have an opportunity to adjust 9/14's start and end times later.



Click **Next** when finished.

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January 2010

Verification Screen

Review all information and make any necessary changes.

*Modify the Start and End times for 9/14's absence

Enter any Notes.

Click Save.



Iterate Employee Absence Verification Screen

Modify Absence Screen

Aesop will now update the Daily Report, your Absence History and your calendar. All Secretaries/Principals at all school that you are an employee at will see ALL segments of this absence, even the segments that occur at schools that are not their own.

The substitute will see all the school locations associated with this job online and hear that this is a "multi-location" absence if they accept the job via phone.

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January 2010



Entering an Itinerant Absence on the Phone

When creating an absence on the phone, you can follow the instructions in the **Aesop Phone Guide for Employees**, with a couple exceptions:

- When creating an absence on the phone, Aesop will prompt you to "enter the number of days." Think of "days" as "Absence Instances".
- On the phone, you have to create each Absence Instance in a separate step. On the Web, the Absence Instances are displayed as rows that you can modify as you please. For the absence on the preceding pages, you would have to enter the information for the first row, then the second row, etc.



Following is an example of an employee calling in sick early in the morning. The substitute will have to be in two schools during the course of the day because the employee in this example is an itinerant employee.

1. Call Aesop at 1-800-942-3767 and log in.
2. Press 1 to create an absence. Aesop will tell me that it knows I can work at multiple locations.
3. Select the location of the first Absence Instance.
4. Press 1 for today.
5. Aesop asks for the number of days, but enter the number of Absence Instances instead. For this example, enter 2, because a single day absence at two schools is equal to two Absence Instances.
6. Enter the times for the first Absence Instance. If you are entering a one day absence in which you will be absent from more than one school, you may NOT enter a full day absence. You must select **Half Day AM/PM** or **Custom times**. If you select a full day absence, your absence will be recorded only at the first school selected.
7. Select the reason for the first Absence Instance. (Remember, each row can be different.)
8. Press 1 to confirm this Absence Instance.
9. Select the location of the second Absence Instance.
10. Repeat Steps 4-8.
11. Depending on your profile settings, you may receive a confirmation number at this point. If not, you'll need to: 1) tell Aesop whether or not you need a substitute for this absence, and 2) assign a substitute if you've already **pre-arranged*** this absence with a substitute (see page 5).

* Indicates functions that might not be used by your school.
 * Indicates functions that might not be used by your school.
 January 2010

Absence Feedback - Employee page

Interactive Calendar

Good Morning, Brad Francis

Messages
Posted: 12/25/2009
Have a Merry Christmas and a Happy New Year!

Currently Scheduled Absences for the next 14 days

STATUS: Filled CONF# 43466411, Starting: 1/4/2010, Substitute: Derby, Brown
1/4/2010 Milly Court High School - No Nuts Sick 8:00 AM 12:00 PM Half Day AM

Status of Future Absences that Require Approval

CONF# 43466413 01/07/2010 01/07/2010 Denied Super user 12/28/2009 7:06 PM

Navigation Menu:

- Create An Absence
- Absence Reason Balances
- View My Schedule
- Absence Approval Status
- Absence Approvers
- Leave Feedback
- View Substitutes
- Experience Feedback
- Change Pin
- Change Personal Information
- Absence History
- Substitute Phone List
- Preferred Substitutes

Click to leave feedback about the substitute's performance

Click to View Substitute Feedback on your absence

Click on the link in green next to your name, or click on the "Leave Feedback" link on your absence menu to leave feedback about your substitute

Absences awaiting your Feedback

CONF#	Substitute	Start Date	End Date	
40431891	Raggedy Ann	12/9/2009	12/16/2009	Leave Feedback
40507608	Santa Claus	12/14/2009	12/14/2009	Leave Feedback

Feedback about Substitute Performance Survey.

An employee can Rate the Substitute's performance (1-5 stars) and give details by answering a series of questions. These questions may have been customized for your position (i.e. questions for "teachers", questions for "paras", etc.).

Click to leave feedback

The Employee completes the rating section and Answers to questions, then click "Save"

Feedback about Substitute Performance

CONF#	Substitute	Start Date	End Date
40507608	Santa Claus	12/14/2009	12/14/2009

Select an overall score that represents how you think the substitute performed his/her duties.

★★★★★ (Outstanding)
 ★★★★☆ (Above Average)
 ★★★☆☆ (Average)
 ★★☆☆☆ (Below Average)
 ★☆☆☆☆ (Poor)

Please Answer the following questions:
(Questions marked with an * are required)

If we had a starting contract, who would write? _____

Was all classroom work collected? Yes. _____

Was the room left as neat and clean as it was found? It was CLEANER than how I left it! _____

Were classroom work explained satisfactorily? _____

Did students report that they were treated fairly and consistently? They LOVED Santa. _____

Were any disciplinary issues reported? One kid was put on the naughty list, but she probably deserved it. :) _____

General Notes/Comments: _____

Save Cancel

*Indicates functions that might not be used by your school
January 2010



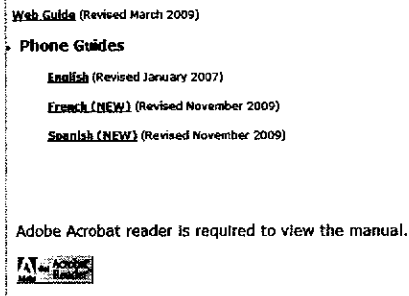
User Guides and Training Videos

QuickStart User Guide

Print out your [Web Guide](#) and the [Phone Guide](#).

Favorite Five Feature Guide

Covers the basics for choosing your Favorite Five substitutes.

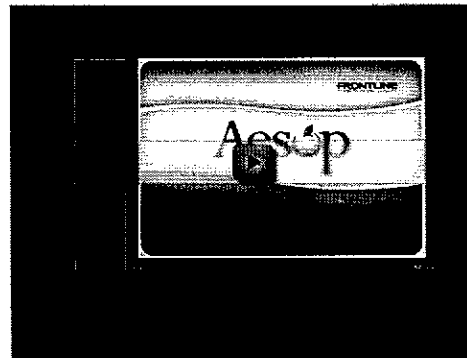


Basic Training Video

This video walks you through the Aesop welcome letter, logging on to the Aesop home page and creating an absence.

Advanced Training Video

The advanced training video discusses Aesop's functions beyond creating absences, many of which are covered in this QuickStart Guide.



Favorite Five Feature Video

This video explains how to select your Favorite Five substitutes to be notified by Aesop first.

*Indicates functions that might not be used by your school
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