

# Aesop QuickStart Guide for Employees

This guide will show you how to:

- Log on to the Aesop system
- Enter your absence
- Change your absence
- Add additional days to an absence
- Attach a file to an absence\*
- Remove your absence \*
- Assign a substitute to your absence \*
- View your schedule
- View Substitute Phone Numbers\*
- Manage your preference list \*
- Change your PIN/Profile
- Instructions for Itinerant Employees\*



## Log on to Aesop

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

Enter your ID and Pin numbers from your personalized Welcome Letter you received from the district.



Welcome Letter



Aesop Login Page

## Home Page

Navigation > Home | Logout

Friday, February 17, 2006

Good morning, Greg Adams

**Interactive Calendar**

February 2006

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

School Closed Day  
 No Substitute Needed  
 Absence

**Action Menu**

- Create An Absence
- Absence Reason
- Balances
- View My Schedule
- Absence Approval Status
- Absence Approvers
- Change PIN
- Change Personal Information
- Absence History
- Interactive Tutorial
- Quick Start User Guide

**Messages**

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

Date	School	Absence Reason	Start Time	End Time	Duration
2/24/2006	Chelsea Elementary School	Professional Day	7:00 AM	4:00 PM	Full Day

**Status of Future Absences that Require Approval**

CONF #	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
No records found						

**Provide feedback for the past 14 days of Absences**

Date	School	Absence Reason	Start Time	End Time	Duration
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day

**Absences that the substitute has reviewed for the past 14 days**

Date	School	Absence Reason	Start Time	End Time	Duration
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day

**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.

**Personal Information**

Change Personal Information

greg.adams@comcast.net  
 Phone: (123) 456-7890

**Message Section**

**Currently Scheduled Absence section**

**Absences requiring approvals\***

**Absence feedback\***

**Contact Information**

Home Page

## Messages

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

Messages
Posted: 2/17/2006
Remember an In-Service Day is scheduled for 2/21/2006. Thank you.

## Currently Scheduled Absences

Aesop will show you absences up to 14 days in the future. Aesop will also show you the name of the substitute who has accepted your job.

Currently Scheduled Absences for the next 14 days					
Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 8679874 , Starting: 2/18/2006					
2/18/2006	Chelsea Elementary School	Sick	7:00 AM	4:00 PM	Full Day
STATUS: Filled CONF# 8679873 , Starting: 2/24/2006, Substitute: Martin, Billy					
2/24/2006		Professional Day	7:00 AM	4:00 PM	Full Day
STATUS: UnFilled CONF# 8679875 , Starting: 3/1/2006					
3/1/2006		Personal	7:00 AM	4:00 PM	Full Day

Name of substitute

## Absences Requiring Approval\*

Review the **Status** of your approved absence request.

- Unapproved** – have yet to be reviewed
- Approved** – approver has approved your request
- Denied** – approver has denied your request

Status of Future Absences that Require Approval						
CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
8679874	02/18/2006	02/18/2006	1	Unapproved		
8679875	03/01/2006	03/01/2006	1	Unapproved		

## Absence Feedback\*

Click [Enter feedback on the substitute](#) link to write a review regarding the substitute's performance.

Click [Review feedback on this absence](#) link to review the substitute's assessment of you.

Provide feedback for the past 14 days of Absences					
Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 8679837 , Starting: 2/13/2006					
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day
Feedback: <a href="#">Enter feedback on this substitute</a>					

Absences that the substitute has reviewed for the past 14 days					
Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 8679837 , Starting: 2/13/2006					
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day
Feedback: <a href="#">Review feedback on this absence</a>					

## Contact Info

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

Questions
If you have questions about the rules or setup of the system contact <b>School Secretary</b> at (800) 942-3767 or email: <a href="mailto:support@aesoponline.com">support@aesoponline.com</a> .

## Interactive Calendar

Aesop will display three types of days:

**Closed** – you cannot create an absence on this date

**No Substitute Needed** – if you normally need a sub Aesop will not find one on this date.

**Absence** – you have created an absence on this date

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

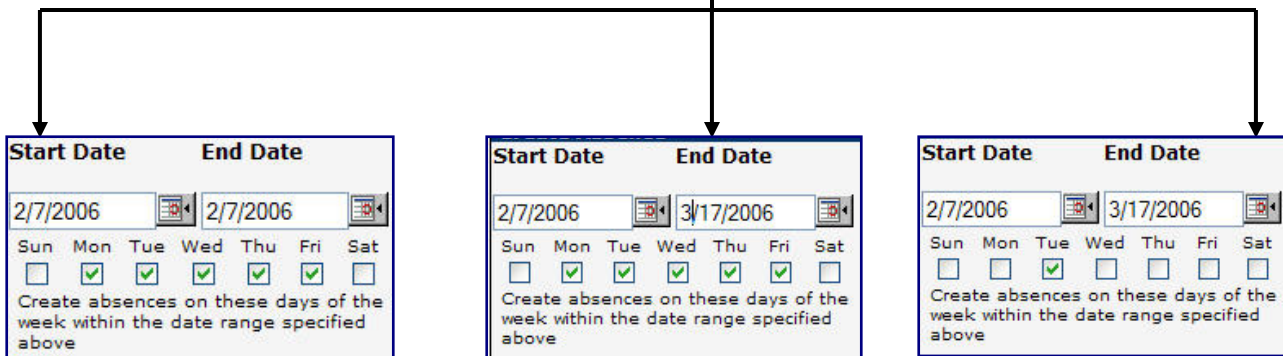
School Closed Day  
 No Substitute Needed  
 Absence

### 1. Create An Absence

#### Screen One

1. Enter Start Date
2. Enter End Date
3. Select the Day(s) of Week
4. Choose Absence Reason Type
5. Choose if a substitute is required
6. Specify Start and End times for the absence (if available)
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.

Single Day Absence

**Screen Two**

1. Review Hold Until option\*
2. Verify all information
3. Enter any notes for subs (if desired) into the “Notes” box
4. 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.

**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.

**2. Assign a Sub to an Absence\***

Find the substitute you wish to assign and click the [Assign](#) link.

**It is your responsibility to contact the substitute because Aesop will not!**

Name	Contact Info	Assign
Adams, Allen	(610) 347-6876	<a href="#">Assign</a>
Aschers, Sherri	(610) 724-0207	<a href="#">Assign</a>
Brooks, Diane	(216) 797-2905	<a href="#">Assign</a>
Build, Nathan	(610) 722-9745	<a href="#">Assign</a>
Clark, Dick	(610) 993-9933	<a href="#">Assign</a>
Coolie, Mary	(610) 331-1996	<a href="#">Assign</a>
Crilley, James	(484) 888-2047	<a href="#">Assign</a>
Doe, James	(610) 331-1996	<a href="#">Assign</a>
Dozer, John	(610) 452-9898	<a href="#">Assign</a>

Assigning sub to absence

### 3. Confirmation Number

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

Aesop will display the Day of Week.

Confirmation Number

### 4. Attach 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.

## Absence Reason Balances\*

View your current balances. Aesop deducts from your balance when the absence date arrives. (Future absences are not deducted until the absence date arrives.)

Absence Reason Balances	
Your Absence Reason Day balances are as follows:	
Absence Reason	Current Balance
Bad Hair Day	0
Bereavement	0
Golf Day	-7
Illness	11.25
Leave of Absence	0
Personal	6

## View My Schedule

View the current week

3-month view

To remove a job click the trash can\*



View all jobs created in the current month

Date	School	Absence Reason	Start Time	End Time	Duration
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day
2/18/2006	Chelsea Elementary School	Sick	7:00 AM	4:00 PM	Full Day
2/24/2006	Chelsea Elementary School	Professional Day	7:00 AM	4:00 PM	Full Day
3/1/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day

### Absence Approval Status\*

Use the date range and review the **Status** of all your absences that requires approval.

**Absences Needing Approval**

Start Date: 2/17/2006 End Date: 2/28/2006 Statuses:  Unapproved  Approved  Denied

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
8679874	02/18/2006	02/18/2006	1	Unapproved		

### Absence Approvers\*

Aesop displays your absence approvers.

Users allowed to Approve for your Absences

Name	Receives Email Notifications
Joe Paschall	No
Darren Waterbury	No
Secondary Vendor	No
Test CampusUser	Yes
Bob Isaman	Yes
Chelsea Elementary School Administrator	No
James Crilley	No
Jeffrey Fritz	No
James Crilley	No

### Absence Files\*


You can attach generic notes regarding your classroom that will automatically be attached to every absence created.

Create a Snack schedule, recess schedule, or a daily work schedule for your classroom.

Absence/Vacancy Files  Show Inactive Files

[Upload New Files](#)

File	Description	Active From	Active To
No records found. <a href="#">Upload New Files</a>			



To attach a specific day's Lesson Plans you should see the **Attach a File\*** section.

Use the Upload Files dialog to attach your document. Enter Active From and To dates and Aesop will attached this document to every absence created during that time frame.

http://staging.aesoponline.com/upload.asp?ot=...

**Upload Files**

File: C:\Documents and Settings\... Browse...

Description: Lesson Plans

Active From: 6/25/2006

Active To: 5/25/2007

Upload [More](#)

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

Upload Files dialog box

Once saved you can:

- change the Description,
- change the From or To dates, or
- delete it

[Upload New Files](#)  Show Inactive Files

File	Description	Active From	Active To
Todays Lesson Plans.doc	Lesson Plans	6/15/2006 Thursday	7/15/2006 Saturday



## Change PIN

You can change your Pin number at any time.

**Change your PIN**

Current PIN

New PIN

Retype PIN

[Need help? PIN Guidelines.](#)

## Change Personal Information\*

You can change all or part of your personal information. You may need to contact your district regarding any changes so please review all district policies.

**Change Personal Information**

Internal ID 115403  
 School(s) Chelsea Elementary School  
 First Name Greg  
 Middle  
 Last Name Adams  
 Title Super Guy  
 Phone (123) 456-7890  
 E-Mail greg.adams@comcast.net  
 Room # 12  
 Start Time 7:00 AM  
 1st Half End Time 9:30 AM  
 2nd Half Start Time 9:32 AM  
 End Time 4:00 PM

---

**Address**

Address 1  
 Address 2  
 City  
 State/Province  
 Zip

[Edit Info](#)

## Absence History

View all absences from the past 366 days and 90 days into the future. If you need a bigger time from please refer to View My Schedule.

Absence History for the last 366 days and the next 90 days.						
Substitute Name	Start Date	CONF#	Days	School	Status	
<a href="#">Rogers, Buck</a>	04/25/2006	<a href="#">10340176</a>	3	Main Street Elementary School	Filled	
	03/30/2006	<a href="#">10041006</a>	1	Main Street Elementary School	Unfilled	
	03/16/2006	<a href="#">9902837</a>	1	Main Street Elementary School	Canceled	
<a href="#">Adams, Allen</a>	03/14/2006	<a href="#">9902033</a>	1	Main Street Elementary School	Filled	

### Substitute Phone List\*

Aesop will provide you with a list of available and qualified substitutes. Contact the substitute before entering the absence, confirm they accept the job and then immediately assign them to the absence.

Substitute Phone List	
Please type the first few letters. <input type="text"/> <input type="button" value="Search"/>	
Substitute Name	Phone
Abrams, Chloe	(916) 353-2630
Ascher, Sherri	(610) 724-0207
Rogers, Buck	(515) 616-5156

### Preferred Substitutes\*

Create a list of preferred substitutes who Aesop will contact first when you create an 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
6. Click the **Apply Changes** button to save<sup>1</sup>
7. Repeat Steps 2-6 for additional substitutes
8. Click the [View Current Substitutes](#) link to view your list

<sup>1</sup>If you do not wish to save the changes click the **Cancel** button.

Employee: James Crilly Preferred Substitutes			
Add New Substitutes			
<input type="radio"/> View All			
<input type="radio"/> View Excludes			
<input type="radio"/> View Includes			
<input type="button" value="List"/> <input type="button" value="Apply Changes"/> <input type="button" value="Cancel"/>			
On List	Substitute	Exclude	Include
<input checked="" type="checkbox"/>	Hicks, Ricky	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Knight, Brad	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Hammer, Kerit	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Berg, Jim	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Boomer, Bob	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Boone, Sandy	<input type="radio"/>	<input type="radio"/>
<input type="button" value="List"/> <input type="button" value="Apply Changes"/> <input type="button" value="Cancel"/>			

### QuickStart User Guide

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

[Web Guide](#) (Revised January 2006)

[Phone Guide](#) (Revised January 2006)

Adobe Acrobat reader is required to view the manual.

## 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 website with just a few easy steps. Consider the schedule below.

<b>Thursday:</b>	East Elementary	07:30 a.m. to 09:15 a.m.
	North High School	09:45 a.m. to 11:45 a.m.
	Main Street Elementary	12:15 p.m. to 03:00 p.m.
<b>Friday:</b>	East Elementary	07:00 a.m. to 11:15 a.m.
	Olson Elementary	11:45 a.m. to 03:00 p.m.

Let's say you want to create an absence for both days. How would you go about doing this?

**1. Start & End Dates**  
Enter the Start and End dates; make sure the Days of Week are selected

**2. Schools**  
While holding down the Ctrl key click all the schools

**3. Absence Reason Type**  
Select the correct reason for the absence

**4. Substitute Required**  
Yes or No

**5. Absence Type**  
You can leave at Full Day

**6. Click Next**

Itinerant Employee  
Absence Creation Screen  
One

Enter the absence information according to the schedule

Choose an Employee | Enter Absence Information

**Creating an Absence: [Bollenbach, William](#)**

Start Date	End Date	School	Absence Reason Type	Substitute Absence Type Required
2/9/2006	2/10/2006	East Elementary School	Sick	YES Custom
Thursday Friday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above				
2/9/2006	2/09/2006	North High School	Sick	YES Custom
Thursday Thursday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above				
2/9/2006	2/09/2006	Main Street Elementary School	Sick	YES Custom
Thursday Thursday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above				
2/10/2006	2/10/2006	Olson Elementary School	Sick	YES Custom
Friday Friday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" 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

Starting at: 9 AM : 45  
Ending at: 11 AM : 45

Starting at: 12 PM : 15  
Ending at: 3 PM : 00

Starting at: 11 AM : 45  
Ending at: 3 PM : 00

Next > Cancel

Itinerant Employee Absence Creation Screen Two



**Review all absence information before continuing**

Please change the Date Range, School, Absence Reason, Start and End times for each line entry.

Start Date	End Date	School	Type	Required
2/9/2006	2/10/2006	East Elementary School	Sick	YES Custom
Thursday Friday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" 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				

You will notice we entered both 2/9 and 2/10 in the date range because the itinerant employee goes to East Elementary School on both days. At this point enter 2/9's Start and End times – you will have an opportunity to adjust 2/10's start and end times later.

Once finished click Next. Next >

## Verification Screen

Aesop gives you one last chance to change any absence information.

Notice we changed the Start and End time for 2/10's absence at this point.

You can now enter your Notes.

Click Save.

Date	School	Absence Reason	Absence Type	Delete
2/9/2006 Thursday	East Elementary School	Sick	Custom	<input type="checkbox"/>
Starting at: 7 AM : 30 Ending at: 9 AM : 15				
Budget Code: -- none selected --				
2/9/2006 Thursday	North High School	Sick	Custom	<input type="checkbox"/>
Starting at: 9 AM : 45 Ending at: 11 AM : 45				
Budget Code: -- none selected --				
2/9/2006 Thursday	Main Street Elementary School	Sick	Custom	<input type="checkbox"/>
Starting at: 12 PM : 15 Ending at: 3 PM : 00				
Budget Code: -- none selected --				
2/10/2006 Friday	East Elementary School	Sick	Custom	<input type="checkbox"/>
Starting at: 7 AM : 00 Ending at: 11 AM : 15				
Budget Code: -- none selected --				
2/10/2006 Friday	Olson Elementary School	Sick	Custom	<input type="checkbox"/>
Starting at: 11 AM : 45 Ending at: 3 PM : 00				
Budget Code: -- none selected --				

Notes: (Maximum length is 256 characters.)

School Default Information  
Not used for multi-location Employees.

Iterate Employee Absence Creation Verification Screen

Aesop will now update the Daily Report, your Absence History, and your calendar.

The sub will see all the school locations associated with this job.

Confirmation#: 8679821  
 Employee: William Rollenbach  
 Created on: Feb 8 2006 1:33:41 PM  
 Last Update: Feb 8 2006 1:33:42 PM  
 Status: UnFilled  
 Reconciled: No   
 Substitute Required: Yes

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

Date	School	Absence Reason	Absence Type	Start - End
02/09/2006 Thursday	East Elementary School	Sick	Custom	7:30 AM-9:15 AM
02/09/2006 Thursday	North High School	Sick	Custom	9:45 AM-11:45 AM
02/09/2006 Thursday	Main Street Elementary School	Sick	Custom	12:15 PM-3:00 PM
02/10/2006 Friday	East Elementary School	Sick	Custom	7:00 AM-11:15 AM
02/10/2006 Friday	Olson Elementary School	Sick	Custom	11:45 AM-3:00 PM

Notes:

Modify Absence Screen

When creating an absence on the phone, you can follow the instructions in the AESOP Phone Guide for Employees, with a couple exceptions, noted below.

- When creating an absence on the phone, AESOP will prompt you to “enter the number of days.” Think of “days” as “Absence Instances” (as defined on the previous two pages).
- 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.

1. Call AESOP at 800-942-3767 and login.
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.
6. Enter the times as needed for this first Absence Instance.
7. Select the reason for this first Absence Instance. (Remember, each row can be different if necessary, as seen on the previous page.)
8. Press 1 to confirm this Absence Instance.
9. Select the location of the second Absence Instance.
10. Press 1 for today.
11. Enter the times as needed for this second Absence Instance
12. Select the reason for this second Absence Instance.
13. Press 1 to confirm and save the absence information.
14. Depending on your profile settings, you may get 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/or 2.) assign a substitute if you've already **pre-arranged** this absence with a substitute (see page 6).