Web Navigator Topical Guide: Campus User Setup and Permissions

Campus User Setup

A **Campus User** can be all/any of the following:
1. Principal
2. Secretary
3. Superintendent
4. Payroll Manager/Clerk
5. Department Head (i.e. Head Custodian, Head Nurse, etc.)
6. Any other person who oversees employees in the district in an administrative/managerial capacity.

When you set up your campus users, you will also need to assign a few different profiles to tell Aesop what you want the Campus User to be able to do and what they are able to see.

Permission Profile – This profile tells Aesop what permissions and abilities you want the Campus User to have
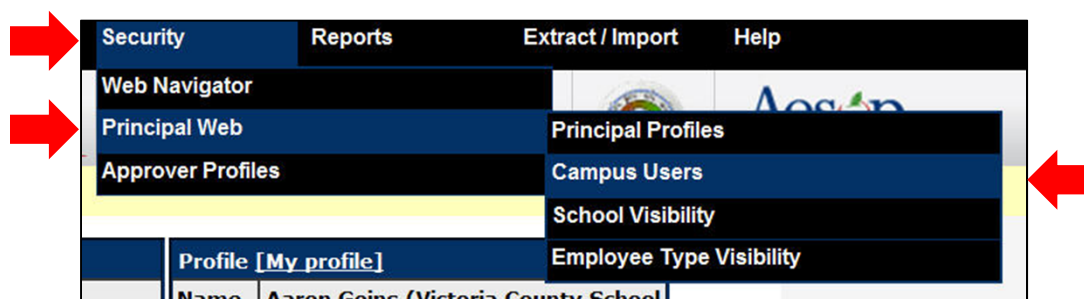
School Visibility Profile – This profile tells Aesop what schools the Campus User will be able to see

Employee Type Visibility Profile – This profile tells Aesop what employee types the Campus User will be able to see

In this guide we will first look at how to add a new Campus User then we will cover creating and assigning the Permission and Visibility Profiles.

To get to the Campus Users page go to…
Security>Principal Web>Campus Users

Add a Campus User

To add a new Campus User click the link Add Campus User

Fill in the necessary fields

Web Login ID – This ID will be used with the PIN for the Campus User to log into Aesop. It can be alphanumeric and must be unique across all Aesop districts

Permission Profile – Select the set of permissions that you want this Campus User to have

Employee Type Visibility Profile – Select the profile for which employee type you want this Campus User to see

Send Email

For Approvals – The Campus User will receive absence approval emails

For Feedback – The Campus User will receive emails about feedback such as a low feedback notifications

For Event Notification – The Campus User will receive absence notification emails for all employees who fall within their visibility

School Visibility Profile – Select the profile for which schools you want this Campus User to see

Approver Profile – Select which approver profile to assign to this Campus User. Approver profiles are covered in more detail in the **Absence Approvals Topical Guide**

Distribution Lists – You can add or remove this Campus User from any report distribution list that has been set up

When finished, be sure to Click [Apply Changes]

Create a School Visibility Profile

To get to the School Visibility Profile List go to…
Security>Principal Web>School Visibility
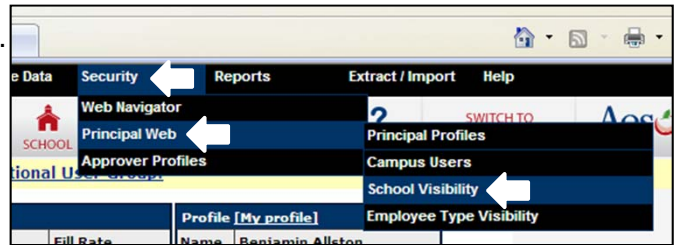
To create a new School Visibility Profile click the
link Add a new profile

Name the profile to distinguish it
from other school visibility profiles.
Also give the profile a description.

Click the **Advanced** button to
choose specific schools.

Be sure to **Apply Changes**

Create an Employee Type Visibility Profile

To get to the Employee Type Visibility Profile List go to…
Security>Principal Web>School Visibility
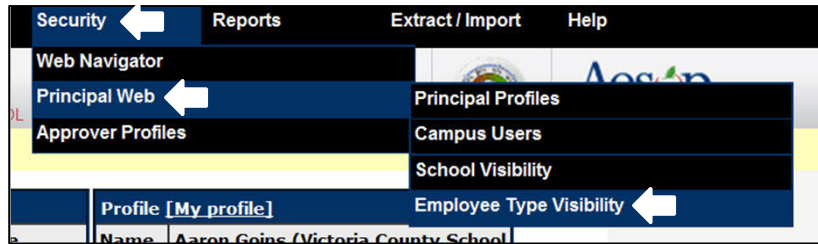
To create a new Employee Type Visibility Profile click the link Add a new profile

Name the profile and give it a description

Click **Advanced** to expand the list of Employee Types

Check the box for the employee type/types you want visible to anyone you assign this profile to

Don't forget to click "Apply Changes" to save the profile

Create a Permission Profile

To get to the Principal Permission Profile List go to…
Security>Principal Web>Principal Profiles
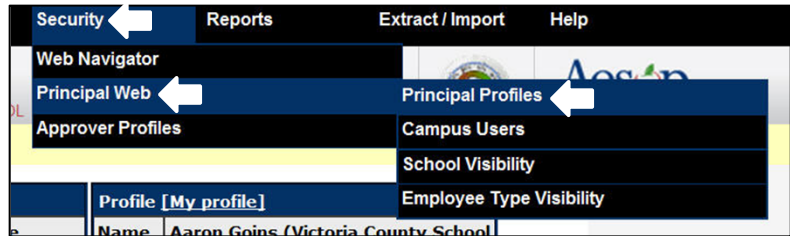
To create a new Permission Profile click the link
[Add a new profile]

Enter the name and description of this profile. If a profile is for school secretaries, you could name it "Secretary Permissions". You might also choose to name the profile for specific permissions that are granted within, like "Principals that can approve"

Create a Permission Profile

Below the Profile Name and Description are the list of Categories for the permissions, as well as the editing controls for each category.

The **Category** column lists the different groups of permissions

The **Permission** column tells you how many of the permissions are allowed to a user with this profile, and also allows you to turn on/off all permissions within this category by clicking "All" or "None"

The **Allowed** column has two functions. 1.) You can turn on/off ALL permissions by clicking "all" or "none". 2.) When you click the **Advanced** button, all permissions that belong to that category become visible.

Category	Permission			Allowed All None
Absence/Vacancy	All None	Some Allowed		Advanced
Absence/Vacancy Multi-Room	All None	All Allowed		Advanced
Absence/Vacancy Past	All None	All Allowed		Advanced

Category	Permission	Allowed All None
Absence/Vacancy	All None Some Allowed	Advanced
	Absence Request - Add	☑
	Absence Request - Assign Sub	☑
	Absence Request - Assign Sub When No Sub Is Needed	☑
	Absence Request - Assign Sub/View Feedback	☐
	Absence Request - Assign Excluded Sub	☑
	Absence Request - Assign Unqualified Sub	☑

All items that are checked ☑ are "default" permissions that are assigned to new permission profiles. Check or uncheck the permissions as needed.

Don't forget to click "Apply Changes" to save the profile

Substitute	All None	Some Allowed
Upload Files	All None	All Allowed
Web Functions	All None	Some Allowed
		Apply Changes Cancel

Assigning Profiles

Once you have created the School Visibility, Employee Type Visibility and Permission Profiles you can assign them to your Campus Users. The easiest way to do this is to simply go to the Campus User's general information page and select the correct profiles from the drop down menus.

To get to the Campus Users go to…
Security>Principal Web>Campus Users
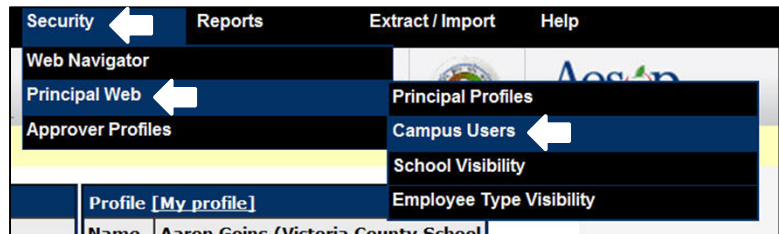
Click on the name of the Campus User you would like to review. Click the "edit" button on that Campus User's page and then you can select the proper profiles for that person.

Choose the correct Permission, School Visibility and Employee Type Visibility Profiles for this Campus User.

Assigning Profiles

Associating Profiles - You can assign a Visibility or Permission Profile to many Campus Users at the same time by going to the profile and "associating" it.

To do this go to…
Security>Principal Web>
then choose which type of profile you want to associate
Principal (Permissions)
School Visibility
or **Employee Type Visibility**
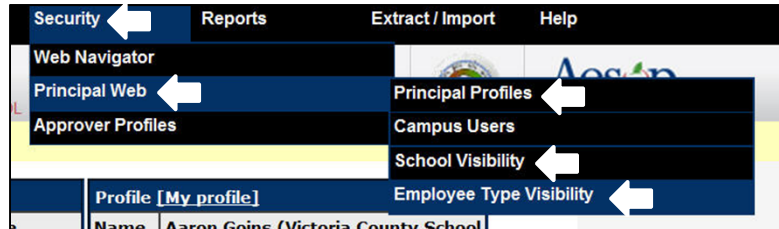
Below is an example of associating Principal Permissions but associating the visibility profiles works the same way.

Click the Associate link to choose who you want to associate that profile with

Choose the Campus Users you would like to associate this profile to by checking the boxes

Click "Apply Changes" to save

Available Permissions

The following pages will list for you every single category and every permission within those categories to assist you in selecting the proper permissions as you create Permission Profiles for your Campus Users.

Category: Absence/Vacancy

Absence Request - Add

Can absences and vacancies be created by the user? If unchecked, the "Create Absence" hyperlink will be hidden and the "Create Vacancy" hyperlink will not work.
Works with "Can view Create Absence hyperlink" permission under the **Web Functions** category and "Vacancies-Manage" under the **Absence/Vacancy** category.

```
Absence/Vacancy
▶ Create Absence    ←
▶ Create Vacancy
▶ Modify
  Absence/Vacancy
▶ Approve Absences

  Preference Lists
▶ Preferred Substitut
```
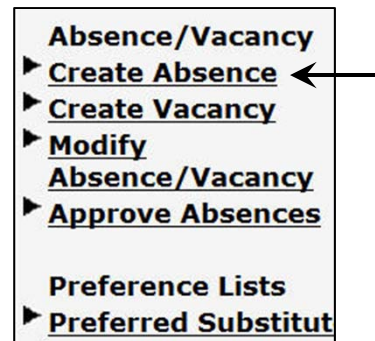
Absence Request – Assign Sub

Allows the user to assign subs to any absence. Unchecking this box will hide any options that involve assigning substitutes.

```
Last Update:            7/15/2010 3
Status:                 UnFilled
Substitute Required:    Yes
Employee Hours Per Day: 8

          →  [ Assign Sub ]  [ Edit/Delete ]
```
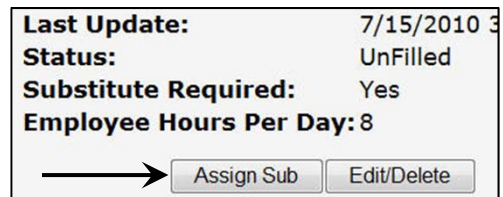
Absence Request – Assign Sub When No Sub Is Needed

Uncheck this if the user should not be allowed to assign a sub to an employee who never gets a sub.

```
Status:                 Substitute I
Substitute Required:    No  ←
Employee Hours Per Day: 8

          →  [ Assign Sub ]  [ Edit/Delete ]
```
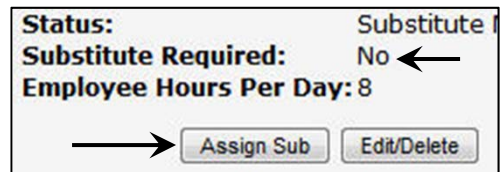
Absence Request – Assign Sub/View Feedback

Allows the user to view the "star" rating of substitutes <u>AND employees</u> on <u>any</u> report where it is displayed.

```
Anderson, Christopher
★★★★
Phone:(555) 555-6382
Pay Code:Regular Sub
Rate

Aylestock, Aaron
★★⯪
Phone:(555) 409-9574

Baker, Dee
★★★★⯪
Phone:(555) 555-6394
```
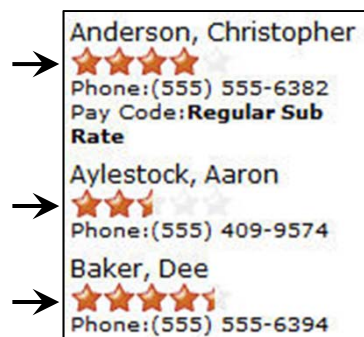
Category: Absence/Vacancy

Absence Request – Assign Excluded Sub

If a substitute is excluded on the employee's or school's "preferred substitutes" list and this box is unchecked, the user will not be allowed to assign the substitute to the absence.

Absence Request – Assign Unqualified Sub

If a substitute's skills do not properly match the employee's "Must Have", "Should Have", and/or "Must Not Have" skill(s) and this permission is allowed, the user will be allowed to assign an "unskilled" substitute to the absence.

Name	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	Call Now (15 calls remaining)	Assign
Clifford, Wendy (no rating) Phone:(555) 555-6364	✗	✔	✔	✔	Yes	No	Yes	Yes	Absence Past Cutoff Time	Assign

Absence Request – Delete

Turning this permission off will stop a user from being able to delete an entire confirmation number and stop them from deleting single days within a multiple day absence.

Modify Absence	Create a new absence	
CONF#:	51962300	
Employee:	Jimmy Mac	
School:	Dell Middle School	
Created on:	7/15/2010 3:20:15 PM	
Last Update:	7/15/2010 3:23:01 PM	
Status:	UnFilled	
Substitute Required:	Yes	
Employee Hours Per Day:	8	
	Assign Sub	Edit/Delete

Category: Absence/Vacancy

Absence Request – Override Substitute Cancellation Notification

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Aesop will notify a substitute when they are removed from a job. This permission allows the user to choose NOT to send a removal notification to a substitute when they are removed from the job or when the job is canceled.

NOTE Cancellation notifications can not be turned off when using the "re-assign" function or when an absence is Denied via Aesop's Absence Approval process.

Absence Request – Reconcile

Allows the user to see the "Reconcile Absences/Vacancies" link as well as the "Reconcile" button on any absence. Further, the user will be allowed to "edit" the absence and reconcile the absence on a per day basis.

Absence Request – Remove Substitute and keep Substitute from working other Jobs

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This permission allows the user to remove a substitute from a job and simultaneously create a non-work day for the sub on that same day when the start time of the job is within the "Hours in advance…" limit set at **Master Data | Organization Information | Substitute Absence/Vacancy Settings**.
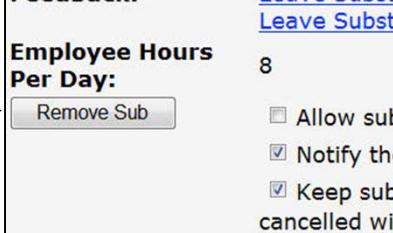
Category: Absence/Vacancy

Absence Request – Remove Sub

Allows the user to remove a sub from a confirmation number.

Absence Request – Split

Multiple Day absences can be split by the user if this permission is granted.

Absence Request details – Add

The user can add up to a total of 90 days to a confirmation number if they have this permission.

Category: Absence/Vacancy

Absence Request details – Delete

Allows the user to delete single days within a multiple day absence. If this permission is allowed, and the "Absence Request – Delete" permission is not allowed, the user will be able to delete single days within the confirmation number, but not the entire confirmation number.

Absence Request Details – Edit Administrator Only Notes

Allows the user to enter and/or edit Administrator Only notes. Notes that are entered in this field will still be viewable to the user if this permission is turned off.

Absence Request Details – Edit Absence Reason

This permission allows the user to edit the absence reason of any absence in all areas where absence editing is possible.

Category: Absence/Vacancy

Absence Request Details – Edit School

Works with the "Absence/Vacancy Multi Room" category of permissions. If the user has "multi room" permissions, this permission controls the user's ability to change the school when creating or editing a multi location absence.

"Multi-room" is also known as "itinerant", "multi-school", and/or "multi-location" and can refer to an employee's record (because Employees can have more than one "school" on their general information page) or to an absence that happens at more than one building location.

Absence Request Details – Edit Substitute Required

If an employee's "Substitute Requirement" on their gray "permissions" tab is set to "Can decide if a Substitute is required", this permission gives the user the ability to toggle the substitute requirement on the employee's absences.

Absence Request Details – Edit Sub Hours Worked

This permission controls the user's ability to enter or edit the "Hours Substitute Worked" field on any absence. This permission is not needed if the district chooses not to select to use this feature at **Master Data | Organization Information | Miscellaneous**.

Category: Absence/Vacancy

Absence Request Details – Edit School

If your district has chosen to use the Accounting Code (and Allocation Group) feature, this permission controls the users ability to edit the Accounting Code/Allocation Group of any absence when creating, editing, or reconciling absences.

Absence Request Details – Edit Budget Code

If your district has chosen to use Budget Code feature, this permission controls the users ability to edit the Budget Code of any absence when creating, editing, or reconciling absences. **If you are just beginning to use Aesop's payroll support features, consider using Accounting Codes in lieu of Budget Codes!**

Absence Request Details – Edit Date

If unchecked, the user will be unable to change the date of any absence during absence creation or editing.

Absence Request Details – Edit Notes

The "Notes to substitute" box can be utilized by the user on absence creation and editing if this permission is allowed.

Category: Absence/Vacancy

Absence Request Details – Edit Notes to Admin

The "Notes to Administrator" box can be utilized by the user on absence creation and editing if this permission is allowed.

Notes to Administrator (not viewable by Substitute):

(Maximum length is 255 characters.)
203 characters left.

I would prefer one of my favorite subs fill this job

Absence Request Details – Edit Pay Code

If your district has chosen to use the Pay Code feature, this permission controls the users ability to edit the Pay Code of any absence when creating, editing, or reconciling absences.

Absence Type   **Delete**

Full Day

Starting at   Ending at

8 AM : 00   3 PM : 00

Pay Code:
Regular Sub Rate

Absence Request Details – Edit Shift/Start and End Times

If unchecked, the user will be unable to change the times of any absence during absence creation or editing when custom times are used.

Absence Type   **Delete**

Full Day

Starting at   Ending at

8 AM : 00   3 PM : 00

Pay Code:
Regular Sub Rate

Absence Request Details – Edit Time Absent

The "Time Absent" feature is a special feature that can only be used with special permission from Aesop Client Services. If this feature is allowed, this permission allows the user to edit this field when creating or editing absences.

Time Absent

7:15

Category: Absence/Vacancy

Absence Request Details – Exceed Consecutive Absence Days

At **Master Data | Organization Information | Miscellaneous**, you can set a limit on how many consecutive absences can be strung together per employee. This permission allows the user to override this setting.

Enforce Max. Consecutive Absence Days?	Max. Consecutive Absence Days
☑	5 ←
Employee Register - Show Identifier on Campus User Site	**Employee Register - Show Pin on Campus User Site**
☐	☐

Absence Request Details – Exceed Max Absence Reason Limit for Organization

At **Master Data | Organization Information | Daily Limit**, you can set a limit on how many times an absence reason can be used per day for your district, per school, or both. This permission will allow the user to override this setting.

Absence Request Details – Exceed Max Absence Reason Limit for Employee

If you choose to enforce employee absence reason balances (Permission setting found at Master Data>Organization Information>Miscellaneous) this permission will allow the user to create or edit absences that contain more days using those absence reasons then the employee has available.

Enforce Absence Reason Balances

☑

Absence Request Details – Show Accounting Code

If your district has chosen to use the Accounting Code (and Allocation Group) feature, this permission allows the user to view whether or not an Accounting Code/Allocation Group is assigned to an absence and what Code/Group is entered on the absence if present.

Assign Sub

Date
07/19/2010   Dell Middle School
Monday
Accounting Code: Accounting Code 321

Category: Absence/Vacancy

Absence Request Details – Show Budget Code

If your district has chosen to use the Budget Code feature, this permission allows the user to view whether or not a Budget Code is assigned to an absence and what Code is entered on the absence if present. **If you are just beginning to use Aesop's payroll support features, consider using Accounting Codes in lieu of Budget Codes!**

Date
07/19/2010   Dell Middle School
Monday
Budget Code: General Teacher Fund

Absence Request Details – Show Pay Code

If your district has chosen to use the Pay Code feature, this permission allows the user to view whether or not a Pay Code is assigned to an absence and what Code is entered on the absence if present.

Absence Type   Start - End
Full Day   8:00 AM-3:00 PM

Pay Code: Regular Sub Rate
Hours Substitute Worked: --

Absence Request Details – View

This permission is essential for most Aesop functions. This permission is necessary in order to view any absence report in Aesop as well as for being able to create or edit absences in the system.

Vacancies – Manage

Hides/reveals the "Create Vacancy" hyperlink and also controls the ability to edit/delete any vacancy already entered into the system.
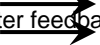
Absence/Vacancy
► **Create Absence**
► **Create Vacancy**
► **Modify**
  Absence/Vacancy
► **Approve Absences**

Category: Absence/Vacancy

Vacancies – View

Allows the user to view Vacancies that are already entered in Aesop.

Add Feedback

Allows users to enter feedback on absences where feedback was not previously entered by an employee or substitute.

Substitute Required:	Yes
Fulfilled by:	Christopher Anderson ★★★★
Feedback:	Leave Substitute Performance Feedback Leave Substitute Experience Feedback

Can Enter an Absence for a No Absence Day of the Week

You can set days where absences are never allowed to be entered at **Master Data | Organization Information | District Work Schedule**. This permission controls the user's ability to override this function. This setting is separate, and does not overlap with, the "school closings" calendar in Aesop.

Create Absence

Start Date	End Date
07/20/2010	07/20/2010
Tuesday	Tuesday

Sun	Mon	Tue	Wed	Thu	Fri	Sat
☐	☑	☑	☑	☑	☑	☐

Create absences on these days of the week within the date range specified above

Category: Absence/Vacancy

Edit Feedback

Allows the user to edit the feedback left by employees and substitutes via the "Absence Feedback" report. The user must also have the "Can View Absence Feedback Report" permission under the Web Functions category. They also will be able to edit the feedback from the specific absence.

Manage Custom Allocation Groups

If using the Allocation Groups feature, this will allow the user to access the gray "Allocation Groups" tab on a per absence basis to view the details of Allocation Groups created for this absence. Users can also create their own Allocation Groups on a per absence basis.

Resend Advance Emails

Users with this permission can tell Aesop to resend "Favorite Five" emails to the employee's Favorite Five substitutes if they have already been sent.

Select Private Accounting Codes

At **Reference Data | Accounting Codes** and **Reference Data | Allocation Groups**, the Codes/Groups can be marked "Not Public". This permissions controls whether or not users can select "Not Public" Codes/Groups for absences they can edit.

Category: Absence/Vacancy Multi-Room

Absence Req. – Assign Sub (if ALL Rooms NOT visible)

Allows the user to assign subs to any absence *when the absence is for more than one school.*
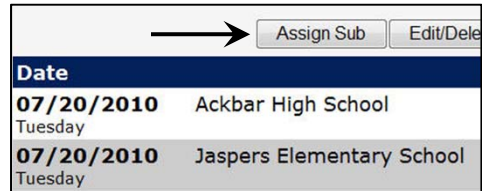
Absence Req. – Delete (if ALL Rooms NOT visible)

Turning this permission off will stop a user from being able to delete an entire confirmation number and stop them from deleting single days within a multiple day absence *when the absence is for more than one school.*
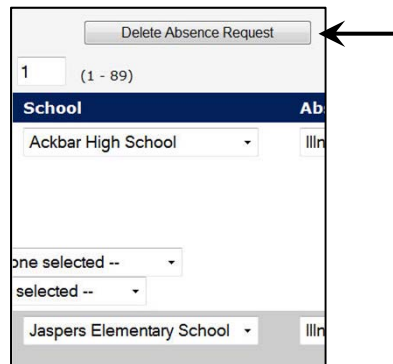
Absence Req. – Hold Processing (if ALL Rooms NOT visible)

This permission controls whether or not a user can place an absence on hold when creating or editing the absence *when the absence is for more than one school.*
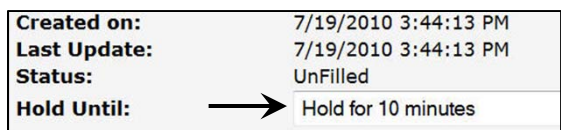
Absence Req. – Reconcile (if ALL Rooms NOT visible)

Allows the user to reconcile absences, fully or partially, *when they occur at more than one school.*

Category: Absence/Vacancy Multi-Room

Absence Req. – Remove Sub (if ALL Rooms NOT visible)

Allows the user to remove a sub from a confirmation number *when the absence occurs at more than one location*.

Employee Hours Per Day:	8
Remove Sub	☐ Allow su...
	☑ Notify th...
	☑ Keep sub... cancelled wi...

Leave Subst

Create Absences for Multiple Schools

Allows the user to create itinerant absences.

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

Category: Absence/Vacancy Past

The setting shown below is the foundation for the following permissions are matched to. It can be found at **Master Data | Organization I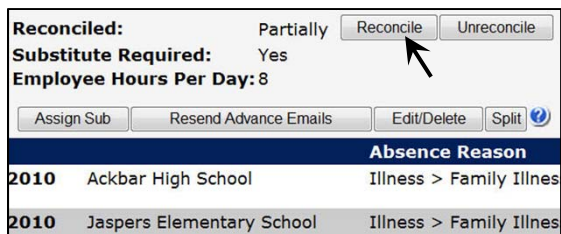nformation | Miscellaneous**. The "Past Absence Technique" is how you define what you choose to be the dividing line of what is considered "in the past" or "not in the past". If you do not allow a Campus User to edit information that is "in the past", this figure is how Aesop determines if an absence is in the past

Past Absence/Vacancy Technique	Past Absence/Vacancy Relative Offset	Past Absence/Vacancy Specific Date
⦿ **Use relative offset**	2	03/21/2010
○ **Use specific date**		

Absence – Edit (if Date in the past)

This permission controls the user's ability to edit an absence instance that occurs in the past as defined by the "Past Absence Technique". In multiple day confirmation numbers, a user with this permission will be allowed to edit the absence instances that do NOT occur in the past while simultaneously being disallowed from editing the instances that do occur in the past.

Substitute Required:	Yes
Employee Hours Per Day:	8
Assign Sub	Edit/Delete

Category: Absence/Vacancy Past

Absence Req. – Assign Sub (if ANY days in the past)

This permission controls the user's ability to assign a substitute to a confirmation number if ANY of the absence instances within the confirmation number occur in the past as defined by the "Past Absence Technique".

Substitute Required: Yes
Employee Hours Per Day: 8

→ Assign Sub | Edit/Delete

Absence Req. – Delete (if ANY days in the past)

This permission controls the user's ability to delete a confirmation number if ANY of the absence instances within the confirmation number occur in the past as defined by the "Past Absence Technique".

Substitute Required: Yes ▾
Employee Hours Per Day: 8

→ Delete Absence Request

Absence Req. – Delete (if ANY days in the past)

This permission controls the user's ability to edit any field in a confirmation number if ANY of the absence instances within the confirmation number occur in the past as defined by the "Past Absence Technique".

Substitute Required: Yes
Employee Hours Per Day: 8

Assign Sub | Edit/Delete ←

Category: Absence/Vacancy Past

Absence Req. – Reconcile/Unreconcile (if ANY days in the past)

This permission controls the user's ability to fully or partially reconcile a confirmation number if ANY of the absence instances within the confirmation number occur in the past as defined by the "Past Absence Technique".

Reconciled:	No	Reconcile
Substitute Required:	Yes	
Employee Hours Per Day:	8	

Absence Req. – Remove Sub (if ANY days in the past)

Allows the user remove a substitute from a confirmation number if ANY of the absence instances within the confirmation number occur in the past as defined by the "Past Absence Technique".

Remove Sub

☐ Allow substitute to see job after removal
☑ Notify the substitute that they are being removed
☐ Keep substitute from seeing jobs on this date if job is cancelled within 24 hours of start time
School ▾ requesting Sub removal

Category: Absence/Vacancy With Timesheet Data

These features are not available without authorization from Aesop Client Services.

Category: Absence - Approved

Absence Req. – Delete

This permission control's the user's ability to delete an entire confirmation number and stop them from deleting single days within a multiple day absence *if the absence has been approved.*

Absence Req. – Edit

This permission control's the user's ability to edit any field within a confirmation number *if the absence has been approved.*

Category: Absence/Vacancy Extracted

These permissions are only necessary if you use Aesop's Extract feature, found at **Extract/Import > Extract Data.**

These settings do not interact with Aesop's pre-built reports, Report Writer reports, or Data Imports in any way.

Absence Req. – Assign Sub (if ANY Absences have been extracted)

This permission controls the user's ability to assign a substitute to a confirmation number if ANY of the absence instances within the confirmation number have been Extracted.

Absence Req. – Delete (if ANY Absences have been extracted)

This permission controls the user's ability to delete a confirmation number if ANY of the absence instances within the confirmation number have been Extracted.

Absence Req. – Edit (if ANY Absences have been extracted)

This permission control's the user's ability to edit any field within a confirmation number if ANY of the absence instances within the confirmation number have been Extracted.

Category: Absence/Vacancy Extracted

Absence Req. – Reconcile/Unreconcile (if ANY Absences have been extracted)

This permission control's the user's ability to fully or partially reconcile a confirmation number if ANY of the absence instances within the confirmation number have been Extracted.

Reconciled:	No [Reconcile] ←
Substitute Required:	Yes
Employee Hours Per Day:	8

Absence Req. – Remove Sub (if ANY Absences have been extracted)

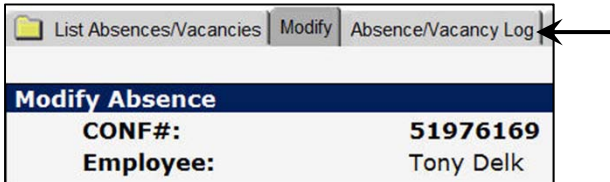This permission control's the user's ability to remove a sub from a confirmation number if ANY of the absence instances within the confirmation number have been Extracted.

[Remove Sub] ←
☐ Allow substitute to see job after removal
☑ Notify the substitute that they are being removed
☐ Keep substitute from seeing jobs on this date if job is cancelled within 24 hours of start time
[School ▾] requesting Sub removal

Category: Absence/Vacancy Processing

Absence Log - View

To allow the user to view the "Absence/Vacancy Log" tab on any absence, select this permission.
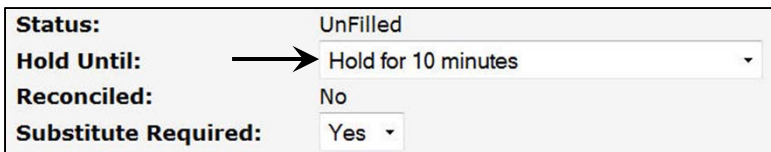
List Absences/Vacancies	Modify	Absence/Vacancy Log

Modify Absence
CONF#:   51976169
Employee: Tony Delk

Absence Request – Hold Processing

This permission controls whether or not a user can place an absence on hold when creating or editing the absence.

Status:	UnFilled
Hold Until:	Hold for 10 minutes
Reconciled:	No
Substitute Required:	Yes

Absence Request – Pause Calling

This permission is essential for many Aesop functions
In order for a user to be able to edit an absence, assign a sub, put an absence on hold, or any other edit-function, this permission is necessary to allow them to be able to do this if Aesop is in an active calling cycle.

Category: Absence/Vacancy Processing

Block Sub From Absence/Vacancy

If you select to use this feature at **Master Data > Organization Information > Miscellaneous,** this permission will give users the ability to block substitutes from seeing specific absences.

Name	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	Call Now (15 calls remaining)	Assign	Explicitly Blocked	Block/Unblock
Aylestock, Aaron ★★★ Phone:(555) 409-9574	✔	✔	✔	✔	Yes	No	Yes	Yes	Absence Past Cutoff Time	Assign	✔	Block ←

Call History – View

Allows the user to view the "Absence Call History" report and the "Call History" tab on any absence.
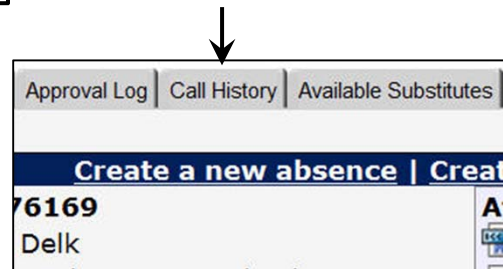
Force Call for Absence/Vacancy

Users can select the substitute(s) they want to force Aesop to call with this permission.

Name	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	Call Now (15 calls remaining)
Anderson, Christopher ★★★★ Phone:(555) 555-6382 Pay Code:**Regular Sub Rate**	✔	✔	✔	✔	Yes	No	Yes	Yes	Call Now ←

Category: Administrative

Record Employee Names

Select this permission to allow your users to be able to review and/or edit the voice recording of employee on the Aesop phone system.
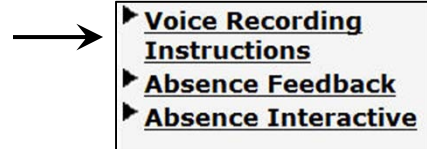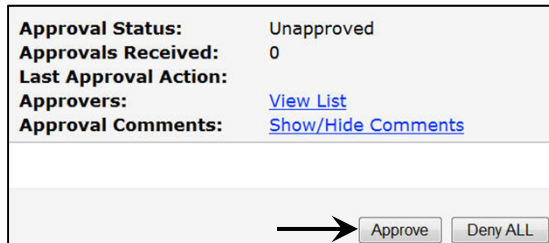

Category: Approve Absence

These permissions are only in effect when the user has an Approver Profile assigned to them. You can create "Approver Profiles at **Security | Approver Profiles**

Approve/Deny Absence Request

This permission must be selected if the user is expected to approve absences.

Deny future days after Absence request has been filled

This permission controls the user's ability to deny absence instances within a confirmation number that happen after the current day when a substitute is already assigned to the confirmation number.
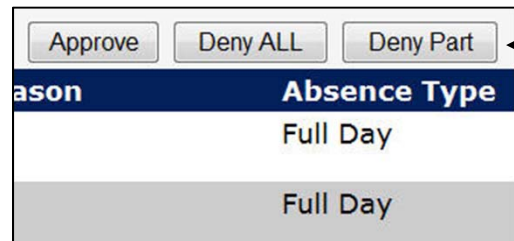
Category: Approve Absence

Deny regardless of denial cutoff settings

At **Master Data | Organization Information | Absence Approval Settings**, you can set at what point in time an approver is not allowed to deny absences. This permission controls whether or not the user can override these settings.

Deny Specific days

This permission allows the user to deny specific absence instances within an absence.
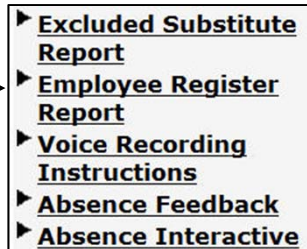
Category: Employee

Employee – View Absence Schedule

Functionality for this permission no longer exists. This setting can be safely ignored.
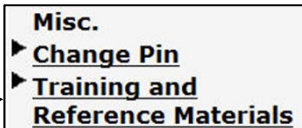
Employee – View Register

Allows the user to view their "Employee Register" report.

Category: Miscellaneous

View help guides

Allows the user to view the link to their Training and Reference Materials, including manuals and videos.

Category: Preference Lists

Sub Preference Lists – Edit

This permission controls the user's access to all editing functions on their "Preferred Substitute" list(s). User must also have the "Sub Preference Lists – View" permission.
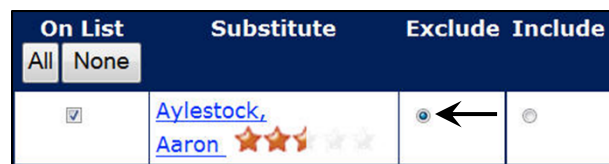
Sub Preference Lists – View

To allow the user to view their preference list(s), this permission must be granted.

Sub Preference Lists – Exclude

This permission controls the user's ability to Exclude substitutes on any preference list they have access to.

Category: Report Writer – Access Level

These settings are effective only if the user has the "Report Writer – View Public and Published Reports" permission in the **Web Functions** category.

View Public

Allows the user to view "Public" Report Writer reports

View Published

Allows the user to view "Published" Report Writer reports

Category: Report Writer – Report Types

These settings are effective only if the user has the "Report Writer – View Public and Published Reports" permission in the **Web Functions** category and at least one of the two permissions in the **Report Writer – Access Level** category.

Absence Data

Allows the user to view "Absence Data" reports

Absence Data						
Name	**Access**	**Created**	**Created By**	**Last Run**	**# Runs**	
Daily Report		7/1/2008 5:49 PM	Nav. Super User		0	Run with new filters

Absence Reason Data

Allows the user to view "Absence Reason Balance" reports

Absence Reason Balance						
Name	**Access**	**Created**	**Created By**	**Last Run**	**# Runs**	
My Absence Reason Balance		7/22/2010 11:04 AM	Nav. Super User		0	Run with new filters

Absence Reason Type Reference Data

Allows the user to view "Absence Reason Type" reports

Absence Reason Type						
Name	**Access**	**Created**	**Created By**	**Last Run**	**# Runs**	
My Absence Reason Type		7/22/2010 11:04 AM	Nav. Super User		0	Run with new filters

Category: Report Writer – Report Types

School Information

Allows the user to view "School Information" reports

School Information						
Name	**Access**	**Created**	**Created By**	**Last Run**	**# Runs**	
My School Information		7/22/2010 11:04 AM	Nav. Super User		0	Run with new filters

Substitute Data

Allows the user to view "Substitute Information" reports

Substitute Information						
Name	**Access**	**Created**	**Created By**	**Last Run**	**# Runs**	
Subs in Reduced Calling Mode		5/4/2010 12:57 PM	System		0	Run with new filters

Employee Data

Allows the user to view "Employee Information" reports

Employee Information						
Name	**Access**	**Created**	**Created By**	**Last Run**	**# Runs**	
Employee Identifiers		5/7/2009 1:56 PM	Nav. Super User		0	Run with new filters

Employee Type Reference Data

Allows the user to view "Employee Type Reference" reports

Employee Type Reference						
Name	**Access**	**Created**	**Created By**	**Last Run**	**# Runs**	
My Employee Type Reference		7/22/2010 11:05 AM	Nav. Super User		0	Run with new filters

Category: Security

View Last Login Info

If the user has the permissions of "Report Writer - View Public and Published Reports" under the **Web Functions** category and the "Employee Data" and/or "Substitute Data" permissions under the **Report Writer – Report Types** category AND the report tracks the persons' last logins, the user will be able to see them.

View Login IP Address

If the user has the permissions of "Report Writer - View Public and Published Reports" under the **Web Functions** category and the "Employee Data" and/or "Substitute Data" permissions under the **Report Writer – Report Types** category AND the report tracks the persons' last logins, the user will be able to see the IP Address the user logged in from.

Category: Substitute

Substitute – View Phone Number

With this permission, the user can view the substitutes' phone numbers anywhere that they appear in Aesop.

Available Substitutes			
Name	Excluded	Sub Preference	Phone #
Anderson, Christopher		Yes	5555556382 ←
Aylestock, Aaron		Yes	5554099574
Baker, Dee		No	5555556394

Category: Substitute

General Information – View

If photos and/or resumes of substitutes have been entered into Aesop, users with this permission can click on the names of substitutes (which typically cannot be done) to view this information.

Schedule – View

Allows the user to view the "Substitute Availability" report and the "available substitutes" tab on an absence.

► **Substitute Availability**
► **Substitute Sign In**
► **Excluded Substitute Report**
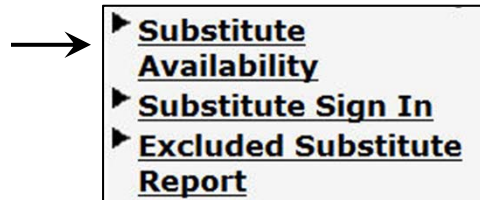
Category: Upload Files

Absence/Vacancy Files

This permission allows the user to upload/edit Absence files for their school and/or per absence.

Attachments:
hello.doc
Substitute Handbook

Upload New Edit

Category: Web Functions

Campus Users – Edit Personal Information

Functionality for this permission no longer exists. This setting can be safely ignored.

Can Answer Aesop Poll Questions

Functionality for this permission no longer exists. This setting can be safely ignored.
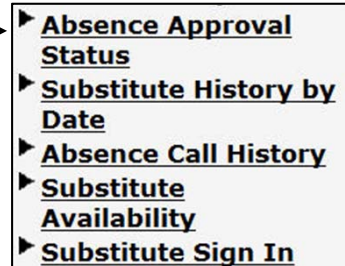
Can View Approve Absence Hyperlink

Allows the user to view the "Approve Absences" hyperlink. Users who are responsible for approving absences can still approve absences on an absence by absence basis even if they cannot view the "Approve Absences" report to mass approve/deny absences.

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

Can View Absence Approval Status Report

Allows the user to run the "Absence Approval Status" report.

→ ▶ Absence Approval Status
▶ Substitute History by Date
▶ Absence Call History
▶ Substitute Availability
▶ Substitute Sign In

Category: Web Functions

Can View Absence Call History Report

Allows the user to run the "Absence Call History" report.

> Absence Approval Status
> Substitute History by Date
> **→** Absence Call History
> Substitute Availability
> Substitute Sign In

Can View Absence Feedback Report

Allows the user to run the "Absence Feedback" report. In order to access the details within the report, the user must also have the "Absence Request – Assign Sub/View Feedback" permission in the **Absence/Vacancy** category.

> Excluded Substitute Report
> Employee Register Report
> Voice Recording Instructions
> **→** Absence Feedback
> Absence Interactive

Can View Absence Interactive Report

Allows the user to run the "Absence Interactive" report.

> Excluded Substitute Report
> Employee Register Report
> Voice Recording Instructions
> Absence Feedback
> **→** Absence Interactive

Can View Absence Monthly Summary Report

Allows the user to run the "Absence Monthly Summary" report.

> Reports
> Daily Report
> Unfilled Absences
> Day Of Week Absence Analysis
> **→** Absence Monthly Summary

Category: Web Functions

Can View Absentee Report

Allows the user to run the "Absentee" report.

▶ **Absentee Report**
▶ **Absence Approval Status**
▶ **Substitute History by Date**
▶ **Absence Call History**

Can View Day Of Week Absence Analysis Report

Allows the user to run the "Day of Week Absence Analysis" report.

Reports
▶ **Daily Report**
▶ **Unfilled Absences**
▶ **Day Of Week Absence Analysis**
▶ **Absence Monthly Summary**

Can View Unfilled Absences Report

Allows the user to run the "Unfilled Absences" report.

Reports
▶ **Daily Report**
▶ **Unfilled Absences**
▶ **Day Of Week Absence Analysis**
▶ **Absence Monthly Summary**

**Can View Substitute Availability Report**

Allows the user to run the "Substitute Availability" report.

▶ **Absence Approval Status**
▶ **Substitute History by Date**
▶ **Absence Call History**
▶ **Substitute Availability**
▶ **Substitute Sign In**

Category: Web Functions

Can View Sub Exclusion Report

Allows the user to run the "Excluded Substitute" report.

> ▸ **Excluded Substitute Report**
> ▸ **Employee Register Report**
> ▸ **Voice Recording Instructions**
> ▸ **Absence Feedback**
> ▸ **Absence Interactive**

Can View Sub History By Date Report

Allows the user to run the "Substitute History by Date" report.

> ▸ **Absence Approval Status**
> ▸ **Substitute History by Date**
> ▸ **Absence Call History**
> ▸ **Substitute Availability**
> ▸ **Substitute Sign In**

Can View Sub Sign In Report

Allows the user to run the "Substitute Sign In" report.

> ▸ **Absence Approval Status**
> ▸ **Substitute History by Date**
> ▸ **Absence Call History**
> ▸ **Substitute Availability**
> ▸ **Substitute Sign In**

Can View Employee Register Report

Allows the user to run the "Employee Register" report.

> ▸ **Excluded Substitute Report**
> ▸ **Employee Register Report**
> ▸ **Voice Recording Instructions**
> ▸ **Absence Feedback**
> ▸ **Absence Interactive**

Category: Web Functions

Can View Change Pin Hyperlink

Allows the user to change their pin via the "Change Pin" hyperlink.

```
Misc.
▶ Change Pin
▶ Training and
  Reference Materials
```

Can View Create Absence Hyperlink

Allows the user to create absences.

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

Can View Daily Report

Allows the user to run the "Daily Report".

```
Reports
▶ Daily Report
▶ Unfilled Absences
▶ Day Of Week Absence
  Analysis
▶ Absence Monthly
  Summary
```

Can View Modify Absence Hyperlink

Allows the user to view the "Modify Absence/Vacancy" report.

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

Category: Web Functions

Can View Quick Start Guide Hyperlink

Allows the user to view the documents and videos listed on the "Training and Reference Materials" page.

```
Misc.
▶ Change Pin
▶ Training and
  Reference Materials
```

Can View Voice Recording Report

Allows the user to review and change the voice recordings of their employees

```
▶ Excluded Substitute
  Report
▶ Employee Register
  Report
▶ Voice Recording
  Instructions
▶ Absence Feedback
▶ Absence Interactive
```

Report Writer – View Public and Published Reports

This permission controls whether or not the user is allowed to view Report Writer reports. The user must also have the appropriate permissions under the **Report Writer – Access Level** and **Report Writer – Report Types** categories.

```
▶ Report Writer Reports
```

Timesheets – Edit Approver schedule
Timesheets – View Approver schedule
Timesheets – View Summary Report

These features are not available without authorization from Aesop Client Services.

Upload Absence/Vacancy Files

This permission allows the user to upload/edit Absence files for their school and/or per absence.

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