Web Navigator User Manual

Navigator Home Page

Weekly Absence/Vacancy Chart & Contact Information

There are three major sections on the Home Page.

Weekly Absence/Vacancy Chart

The Weekly Absence /Vacancy Chart displays the Fill Rates for the current week.

Weekly Absence/Vacancy Chart				
Date	**# Absences/Vacancies**	**# Need Fulfillment**	**# Fulfilled**	**Fill Rate**
06/29/2010	1	1	1	100%
06/30/2010	5	5	5	100%
07/01/2010	2	2	2	100%
07/02/2010	2	2	2	100%

Profile

The Profile section holds the contact information of the user that is currently logged in to the Web Navigator.

Profile [My profile]	
Name	**Eric Owens (Victoria County School District)**
User ID	11821
Email	goinsa@schools.edu.org
Level	Super User

Aesop Information Alerts

Aesop Information Alerts will notify you of system information notices (web alerts), substitutes who are not on preference lists, substitute skills that have expired or will expire soon, and other important information.

Aesop Information Alerts	
Subject	**Message**
Substitute Preference Lists ❓	The Substitute(s) listed below are not on any preference lists. Click here to see why this is important. Jackson, Jen Jones, Jeff MacTavish, John Smith, Joe
Expired Certification/Skills	The Substitute(s) listed below have skills that have expired or skills that will expire in 30 days. |		| | **Substitute** | **Skill/Certification** | **Days Expire** | | Kenobi, Ben | Teacher | -121 |

Aesop Features & Announcements

Aesop Features & Announcements is a place for Aesop to notify you of information on upcoming releases, announcements about the system and tips on how to make the most of Aesop.

Subject	Message
Tip of the Month	**Splitting Absences and Removing Subs** When splitting an absence, you usually are doing so with the purpose of removing a sub from one or some days within a multi-day absence. Up until now, this was a two step process: You had to first finish splitting the absence and then you had to edit the new absence to remove the sub. You can now save a step! When you go to "split" an absence, you will now see a checkbox asking if Aesop should remove the sub from the new absence you are creating as a result of the split. Using this new feature will allow you to remove the sub AND split the job at the same time. Hooray for saved steps!