Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Introduction to Aesop

FRONTLINE™ TECHNOLOGIES

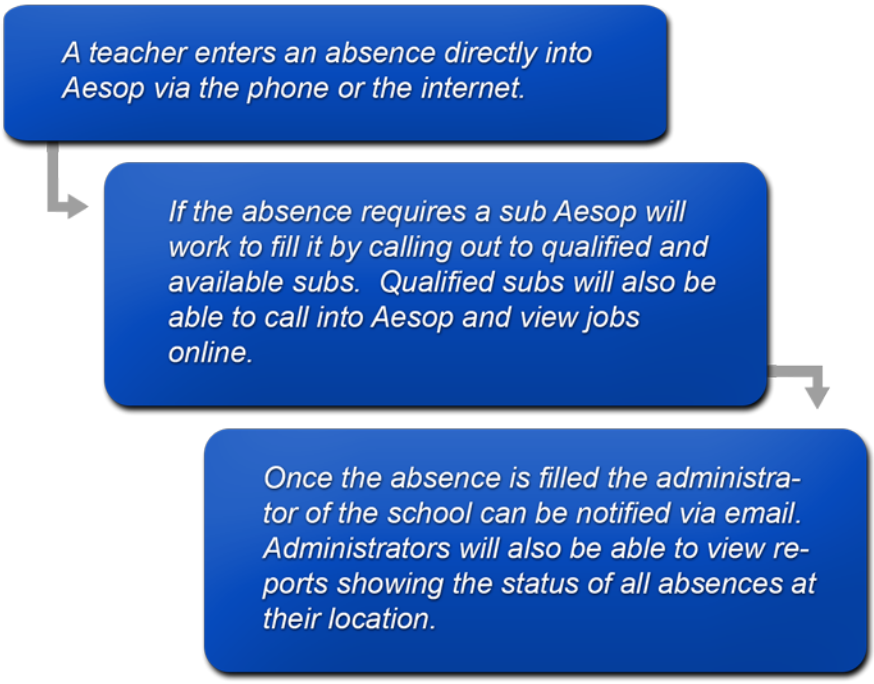
November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Overview

- Aesop is an automated placement service that takes the tedious work out of finding substitutes to fill your classrooms.
- In a manual world substitutes are placed by someone contacting and asking them if they a job – a 100% ***outbound*** process.
- In an Aesop automated world, jobs can be filled in a variety of ways. Aesop incorporates both an ***outbound*** and an ***inbound*** process.
- Real time reporting is available to administrators 24/7.
- Administrators can manually intervene if desired or necessary.

How Aesop Works

Here is the typical process of how Aesop works with an absence.



November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

How Aesop is Used

There are four types of Aesop users, each one accessing the system for different reasons.

Employees – They will be able to create absences in Aesop using either the phone or the internet. Employees will also be able to view their Absence Reason Balances, view their schedule, leave feedback, and create a list of preferred substitutes (some of these are optional features). Training materials are also available to them online.

Substitutes – They will be able to search for jobs 24/7 online and by calling into Aesop. They will also receive calls from Aesop when jobs are available. Substitutes will be able to view their schedule, create non-work days, leave feedback, set calling preferences, and set preferences of where they want to work (some of the are optional features). Training materials are also available to them online.

Principals/Secretaries – In Aesop these will be your ***Campus Users***. They will be able to log into Aesop online and view all absences at their school location. They will also have access to a number of reports showing them valuable data in Aesop. Other functions such as absence approval and preferred substitutes will be available to them online as well.

District Office – The district level users will have the ability to configure Aesop to work best for their district's specific needs. They will have the ability to add new employees and substitutes, and configure things in Aesop such as Skill Matching and Absence Approval. Numerous reports are available to them as well as a report creating program called Report Writer. These users will also be the ones to contact Aesop Client Services when help is needed.

Employees, substitutes and Campus Users access Aesop online by going to the web address
www.frontlinek12.com/aesop

The district office users will access the Web Navigator by going to the web address
www.frontlinek12.com/navigator

November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Navigating the Web Navigator

FRONTLINE™ TECHNOLOGIES

November - ©2012 Frontline Technologies, Inc.

Confidential - Information in this document should not be distributed unless explicitly authorized.

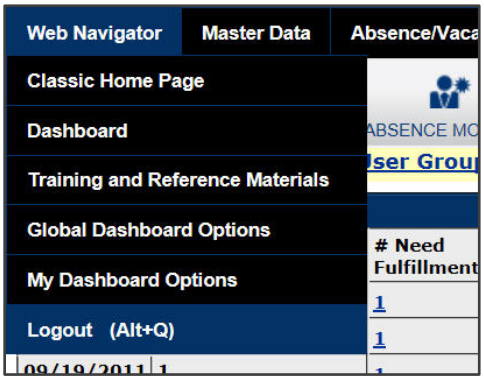
Logging on to the Web Navigator

- In the address bar of your web browser type: **www.frontlinek12.com/navigator**
- Enter your ID and PIN
- Press **Enter** or click the **Go** button

Note: You will receive your ID and PIN upon initial setup of your school district.

Logging off the Web Navigator

- Click **Web Navigator** on the main menu bar
- From the drop-down menu, click **Logout**

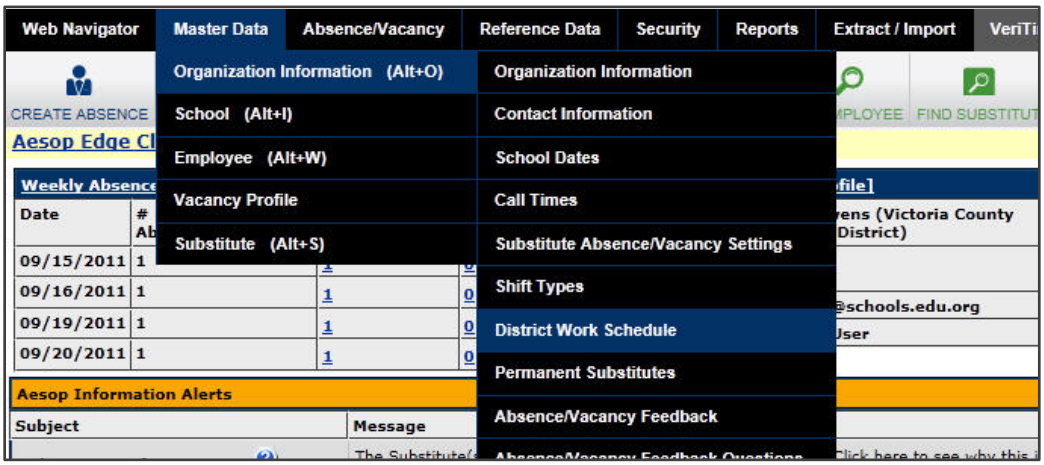


November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Menus

Main Menu Bar

Click on the Main Menu Bar to open drop-down menus and sub-menus. To access the function you want, move your cursor down to that section and when it highlights click on it.

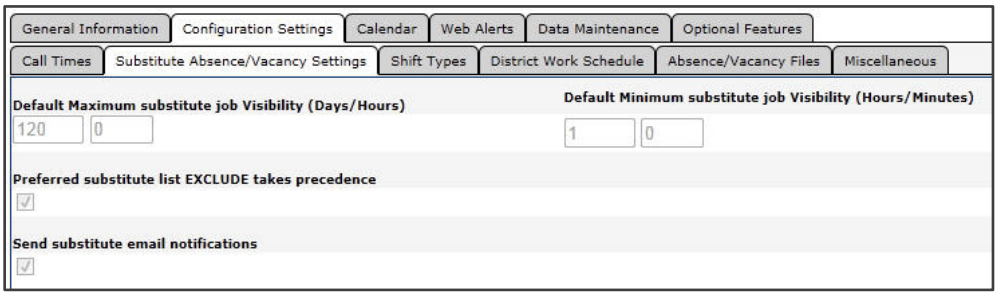


Toolbar

The toolbar is a row of icons. By clicking on an icon you go directly to a frequently-used area of the system.

Tab Menus

When selecting a function from the Main Menu Bar The function you select, such as the one pictured below, may have tabs across the top, allowing you to access more specific information. Others may display a list of links to more detailed information.



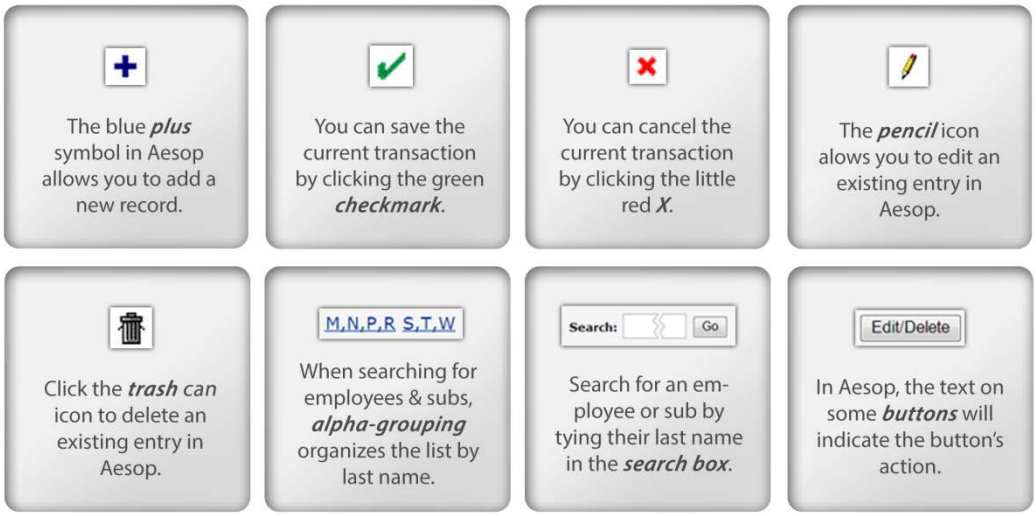
November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Shortcut Menus

Shortcut Menus (also called right-click menus) display a menu's entire selections by right-clicking on a link (such as an employee or school name). Click the function on the shortcut menu to go directly to that function.

Buttons & Icons

Buttons execute a particular command. Some buttons are symbols, while others have text to indicate the particular command. Below are some examples.



November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Navigator Home Page

FRONTLINE™ TECHNOLOGIES

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

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: Kenobi, Ben; Skill/Certification: Teacher; Days Expire: -121

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

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!

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Organization Settings

FRONTLINE™ TECHNOLOGIES

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

An Overview

The Organization Settings will govern how Aesop works throughout your district. Some of these settings can be overridden at the individual school, employee, or substitute level. However, you can use the Organization Settings to define general rules for the behavior of Aesop in your district.

Contact Information

The Contact Information tab controls the contact information given to the end-user (principals, employees, and substitutes).

Substitute Absence / Vacancy Settings

The Substitute Absence/Vacancy Settings tab has four main features:

1. Default maximum and minimum substitute job visibility
2. Preferred Substitute List EXCLUDE takes precedence
3. E-mail, Web, and phone notifications for substitutes
4. Substitute cancel penalty settings

School Closings

Aesop allows you to create and view current Closed and In-Service Days. These closed and in-service days may be set up by School or Employee type.

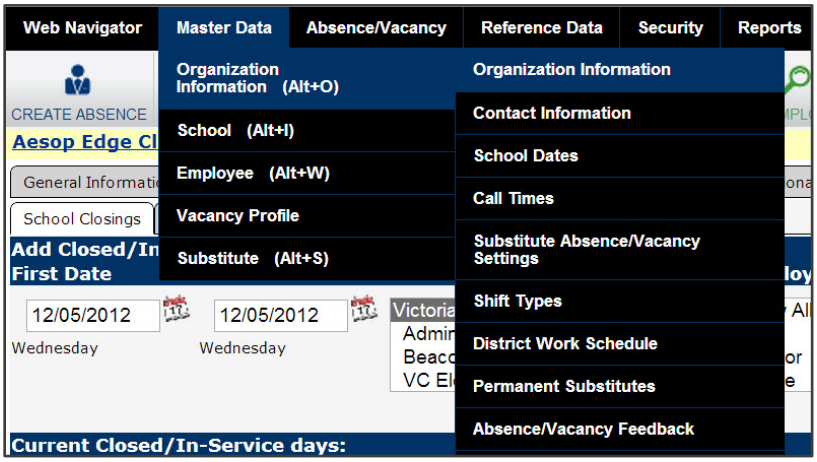
Web Alerts

Web Alerts allow you to communicate with your end-users via the Web site.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

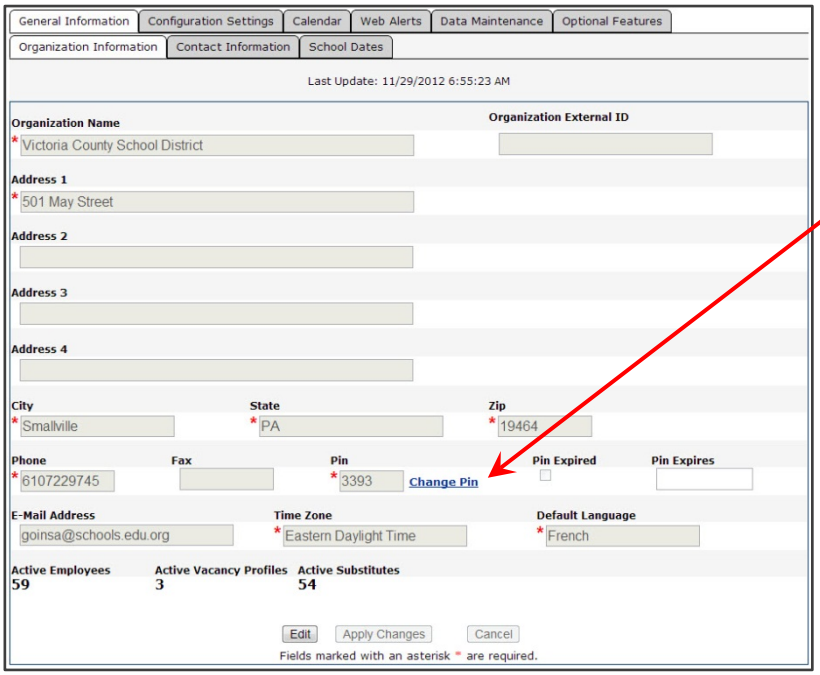
Web Navigator Organization Settings

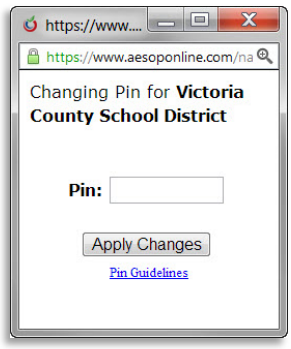
To open from the main menu bar select ***Master Data*** > ***Organization Information***; The sub-menu which appears lists the overall district setting options.



Organization Information

The Organization Information tab holds general data regarding the school district.

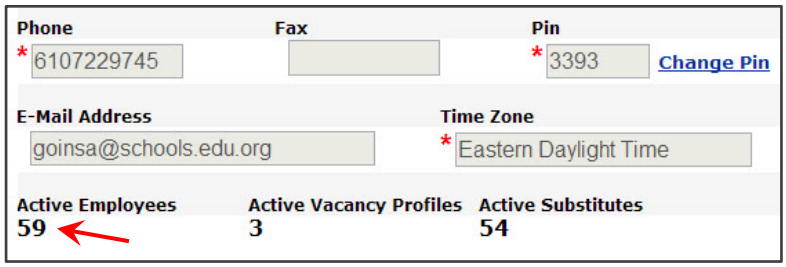




To change the district PIN

1. Click the ***Change PIN*** link
2. A small window will open
3. Enter new PIN
4. Click ***Apply Changes***
5. Click ***Close Window***
6. Refresh to view changes

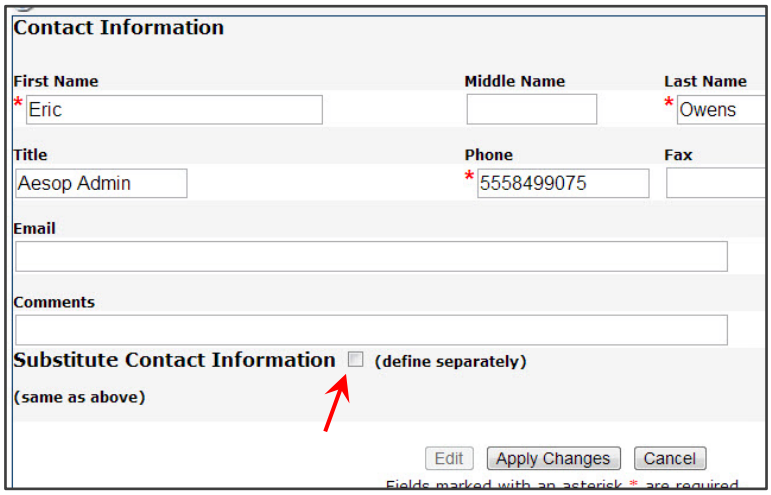
December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



The Organization Information page also gives you a snapshot of how many active employees, substitutes, and vacancy profiles in your organization.

Contact Information

The Contact Information tab controls the contact information given to the end-user (principals, employees, and substitutes).



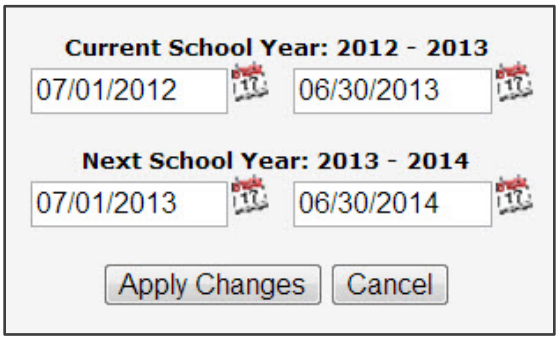
The end-user web sites and Welcome Letters will direct them to contact this person for help.

A separate ***substitute contact*** can be entered if you choose. To do this, click the ***define separately*** check box and more fields will appear. Enter the substitute contact information and click ***Apply Changes*** to save.

School Dates

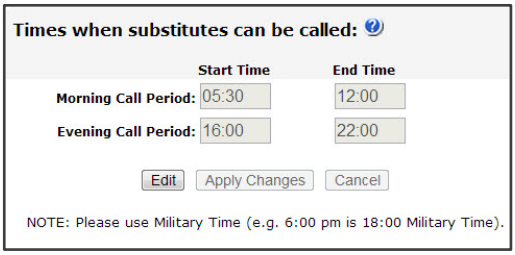
The School Dates page allows you to specify the start and end dates of your district's current and next school years.

In the "Next School Year" fields, enter the expected schedule for the next year. You can change these dates at any time if your district decides on precise dates later.



What's the purpose? These dates help Client Services know when your school year begins and ends.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



Call Times

The Call Times govern the times when Aesop can call your substitutes. These settings are boundaries, but individual substitutes can restrict these times further if they want.

Call times can also be restricted by a school's "fulfillment cutoff time" (see "School Settings" chapter). These settings affect only outbound calling. Substitutes can call in or log onto the Web site at any time.

Check the time!

Aesop uses military format (e.g. 6:00 pm is 18:00) for these settings.

Substitute Absence / Vacancy Settings

The Substitute Absence/Vacancy Settings tab has four main features:

1. Default maximum and minimum substitute job visibility
2. Preferred Substitute List **exclude** takes precedence
3. E-mail, Web, and phone notifications for substitutes
4. Substitute cancel penalty settings

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

1. Default maximum and minimum substitute job visibility
2. Preferred substitute list EXCLUDE takes precedence
3. E-mail, Web and phone notifications for substitutes
4. Substitute cancel penalty settings

Default Maximum and Minimum Substitute Job Visibility

The Default Maximum and Minimum Substitute Job Visibility setting controls how far in advance a substitute is able to see or hear about an available job. The Contact Information tab controls the contact information given to the end-user (principals, employees, and substitutes).

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Preferred Substitute List Exclude takes precedence

This setting determines the school's control over excluding certain substitutes. If this box is checked, the school's list of excluded substitutes will override any requests made by the employee.

Even if a teacher chooses a substitute as a "favorite five" or preferred substitute, if the substitute is on the school's EXCLUDE list and the box is checked, the substitute will not be allowed to accept the assignment.

E-mail, Web and phone notifications for substitutes

Determines when and how Aesop notifies your substitutes of changes to their accepted assignments.

If any of the above boxes are checked, Aesop will notify your substitute when they are removed from an absence (either by way of removal or by deleting the absence).

1. **Send substitute e-mail notifications:** Aesop will send an e-mail immediately after an absence is removed or cancelled. The e-mail will contain a link for the substitute to confirm that he/she got the notice.

2. **Send substitute Web notifications:** The next time they log onto the Web site, Aesop will display a notification that the substitute must confirm before continuing into the site.

3. **Play substitute notifications on inbound calls:** When a substitute calls into Aesop, Aesop will play the notification, which the substitute must confirm before moving on.

4. **Play substitute notifications on outbound Calls:** When Aesop calls a substitute for a particular job; Aesop will notify the substitute about the cancelled assignment before going on to the available job.

5. **Call substitute with notification:** Aesop will call the substitute with the cancel notification within the boundaries of the Call Times.

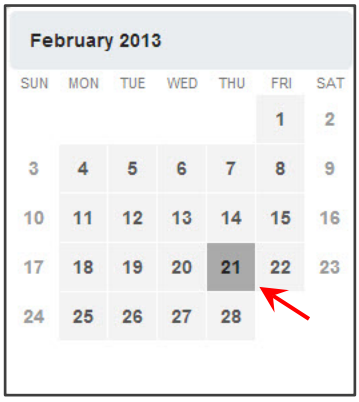
**NOTE: Usually it is easiest to either check all or uncheck all of the above notifications.*

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Substitute Cancel Penalty Settings

The sub cancel penalty setting allows you to prevent a substitute that cancels a job at the last minute from picking up another job on the same day. If the box is checked Aesop will penalize any sub that cancels a job within the lead time window. The lead time window is determined by the "Hours in advance" setting seen above. The penalty is they will not be able to accept any job where the time of that job overlaps with the job that they canceled.

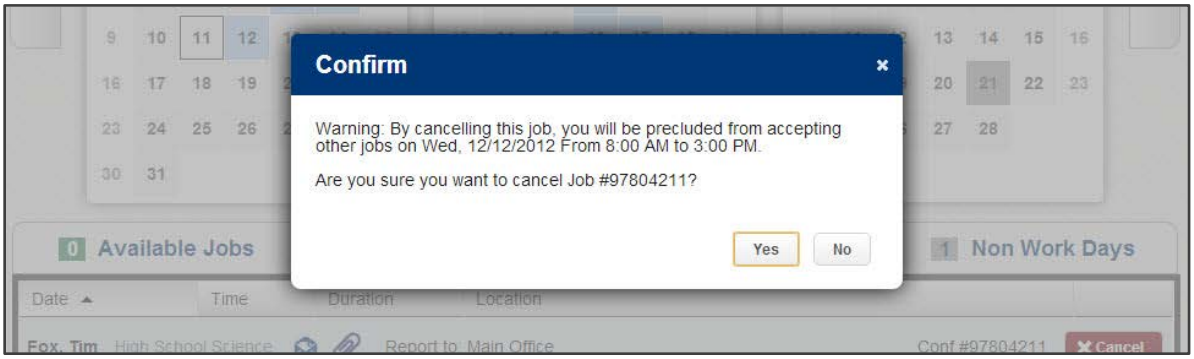
Prevent substitutes that cancel jobs within the lead time window from taking other jobs	Hours in advance to allow Substitutes to cancel before not allowing them to accept other Jobs
☑	24



For example: If the sub has a job from 8 am till 3 pm and they cancel that job within 12 hours of the start time, then Aesop will not allow them to accept any other jobs that fall within the hours of 8 am and 3 pm on the same day.

To prevent the sub from accepting other jobs Aesop will create a System Generated Non Work Day. This non work day cannot be deleted by the substitute but can be deleted by the Aesop Administrator.

The sub will receive a warning when they go to cancel a job:



Substitute Cancel Multi-Day Absence Settings

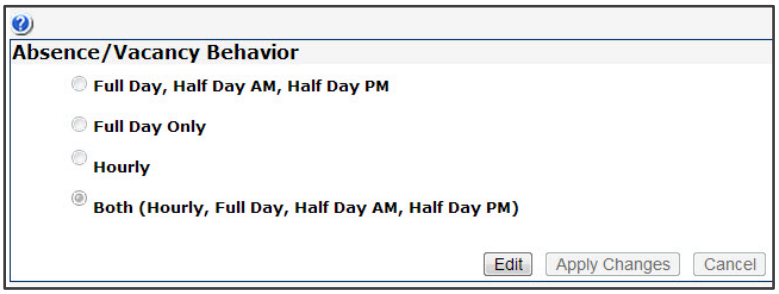
If checked, this setting will allow a substitute to cancel one day out of a multi-day absence. The "House in advance to allow Substitute to cancel out of a multi-day assignment" determines how many hours before the canceled job's start time the sub may cancel.

Substitutes can cancel from multi day assignment	Hours in advance to allow Substitutes to cancel out of a multi day assignment
☑	24

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Shift Types

Shift Types allow you to choose how your employees can register absences:

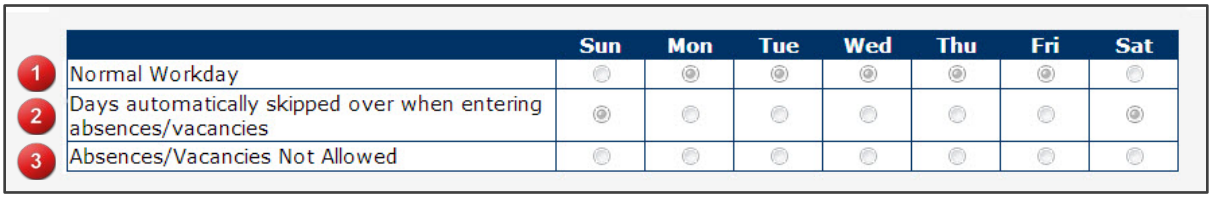


Remember!

You can manage Shift Types by Employee Type by going to Reference Data > Employee Types.

District Work Schedule

This setting controls the district's weekly work schedule, including normal workdays, days that don't count as absences, and days that cannot be selected as absences.



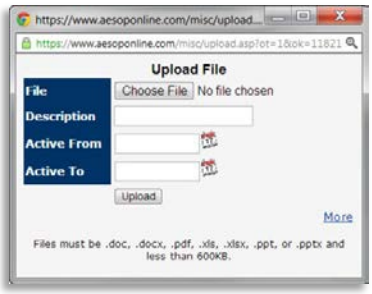
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Normal Workday							
2 Days automatically skipped over when entering absences/vacancies							
3 Absences/Vacancies Not Allowed							

1. **Normal Workday:** Days of the week that will count as an absence when an employee creates an absence.
2. **Days Automatically Skipped Over:** Days that will not count as absences when an employee creates an absence.
3. **Absences/Vacancies Not Allowed:** Days when an employee may not create an absence.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Absence / Vacancy Files

This feature allows you to attach a Word, Excel, or PDF document to all absences created within the district between a specified date range. To upload a file, click the ***Upload New Files Link***.

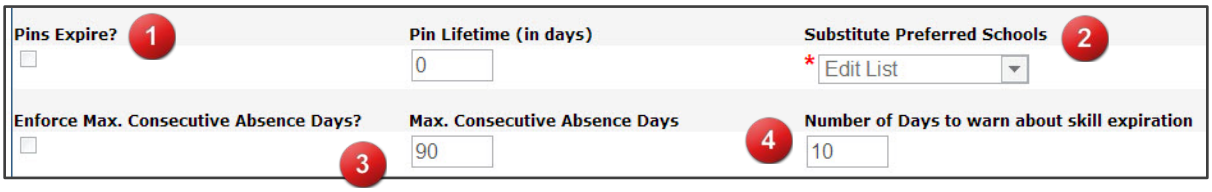


A small window will open with upload options.

Click the ***Browse*** button to choose a document from your files. Enter a description and choose the "Active From" and "Active To" dates. Then click ***Upload***.

Miscellaneous

The Miscellaneous page holds a number of settings that don't fit in other sections. If you're not sure where a certain setting is, check the miscellaneous page.



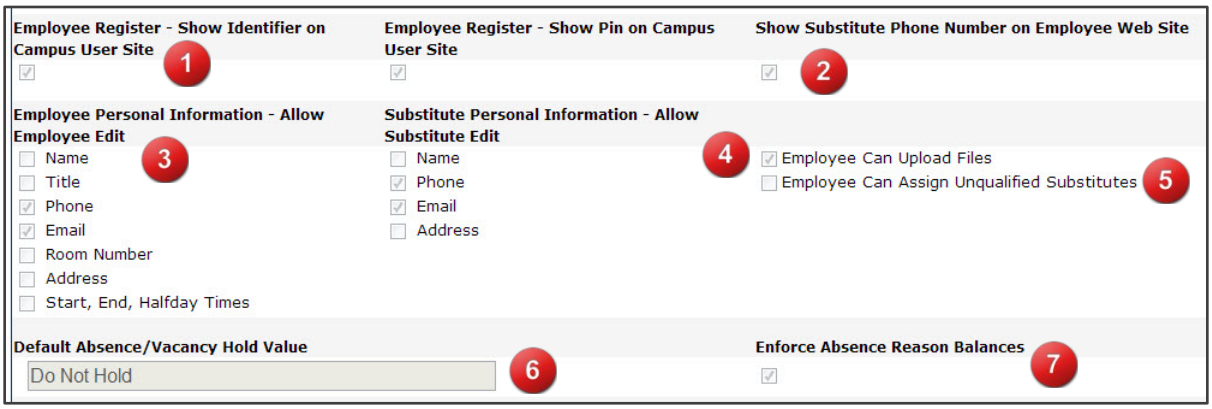
1. **Pins Expire** and **Pin Lifetime:** Check the box to determine how many days the PIN will last before expiring.

2. **Substitute Preferred School:** Enable substitutes to choose the schools where they are willing to work. Options include: Do Not Display List, Display List & Edit List (Note: This is always subordinate to the Admin. Preferred List)

3. **Max. Consecutive Absence Days:** Check the box to determine the maximum number of consecutive absence days an employee can take.

4. **Number of days to warn about skill expiration:** This box controls the number of days out Aesop will warn you of a sub's skill expiring. This warning will show on the Web Navigator home page.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Employee Register:** Choose if the principal can view the employee's identifier and/or PIN on the Campus User's web site.

2. **Show Substitute Phone Number:** Choose if the employee can view a substitute's phone number on their Aesop Web site BEFORE creating an absence. This phone number will only show if the employee has permission to assign substitutes.

3. **Employee/Substitute Personal Information:** Select which fields of information employees and/or substitutes may edit on their Web sites or phone.

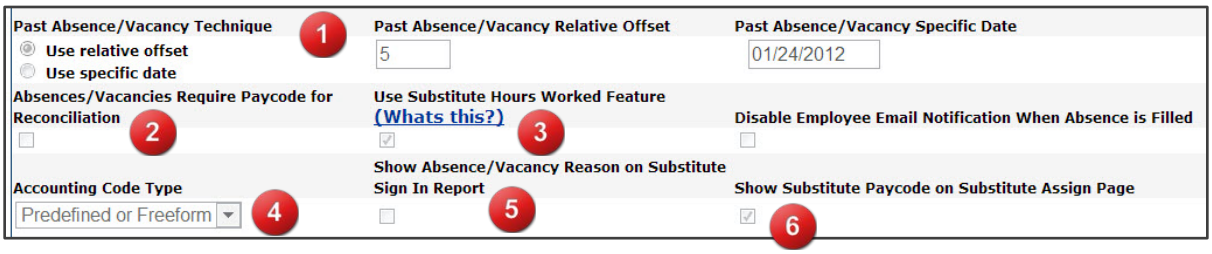
4. **Employee Can Upload Files:** Check this box to allow your employee to attach a document to an absence for the substitute to review.

5. **Employee Can Assign Unqualified Substitutes:** Check this box to allow your employee to assign a substitute to their job even if the substitute does not have the correct skills in Aesop.

6. **Default Absence/Vacancy Hold Value:** Select if/how long you want to hold absences before they are made available to your substitutes. (You can always change this setting on an individual absence).

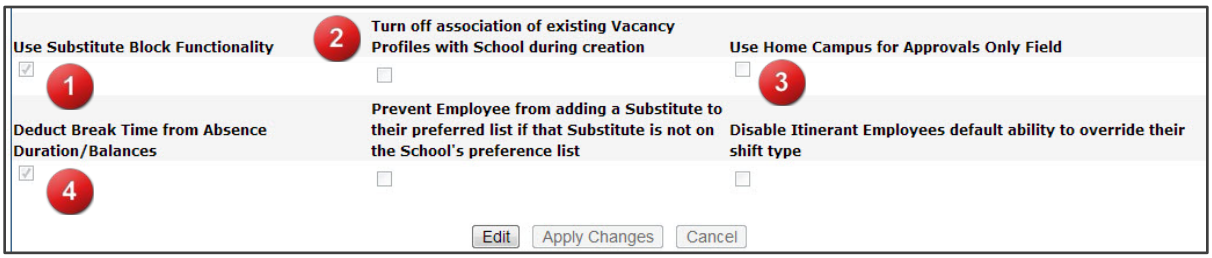
7. **Enforce Absence Reason Balances:** Check this box to have Aesop restrict employees from creating absences for reasons that have reached their allotted limit.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Past Absence Technique:** Limit principals from editing past absences.
   - **Past Absence Relative Offset:** Number of days before the current date when principals can edit absences (applicable only if "Use Relative Offset" is selected).
   - **Past Absence Specific Date:** Specific date when principals can begin editing absences (applicable only if "Use Specific Date" is selected).
2. **Absences Require Paycode for Reconciliation:** Check this box to have Aesop require a paycode to be assigned to an absence before it can be reconciled.
3. **Use Substitute Hours Worked Feature:** Check this box to define a substitute's actual work time per day during an absence when the work time differs from the time of the absence. You can watch a training video by clicking the (What's this?) link.
4. **Accounting Code Type:** Rather than entering Budget Codes, Aesop allows you to create free-form Accounting Codes and assign them directly to your employees. (This feature must be turned on by Client Services).
5. **Show Absence/Vacancy Reason on Substitute Sign-In Report:** Check this box to allow the employee's absence reason to be displayed on the Substitute Sign-In Report.
6. **Show Substitute Paycode on Substitute Assign Page:** If this box is checked Aesop will display the substitute's paycode beneath their name on the Substitute Assign Page.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Use Substitute Block Functionality:** Checking this box will allow you or Campus Users to block subs from individual absences. The permission for the Campus User to do this can be adjusted in their Permission Profile.

2. **Turn off association of existing Vacancy Profiles with School during creation:** By default Aesop will associate any newly created school with all existing Vacancy Profiles. Check this box to turn that off.

3. **Use Home Campus for Approvals Only Field:** Home Campus for Approvals Only was a field that used to show on the employee's general information page. This was used to determine the school that could approve for the employee in the old method of Approvals. If you are using Aesop's current method of approval with Campus Users and Approver Profiles then you will not need this box checked.

4. **Deduct Break Time from Absence Duration/Balances:** Checking this box will cause Aesop to remove the employee's break time when calculating absence duration and absence reason balances. Employee times can be entered on the employee's General Information Page (See Chapter 6).

School Closings

Aesop allows you to create and view current Closed and In-Service Days.

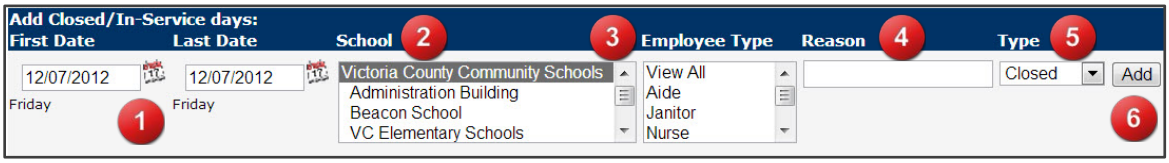
- **Closed Day:** Absence requests entered on these dates will be automatically deleted.
- **In-Service Day:** Absences entered on these dates will be automatically marked as "No Sub Needed."

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Creating a Closed Day

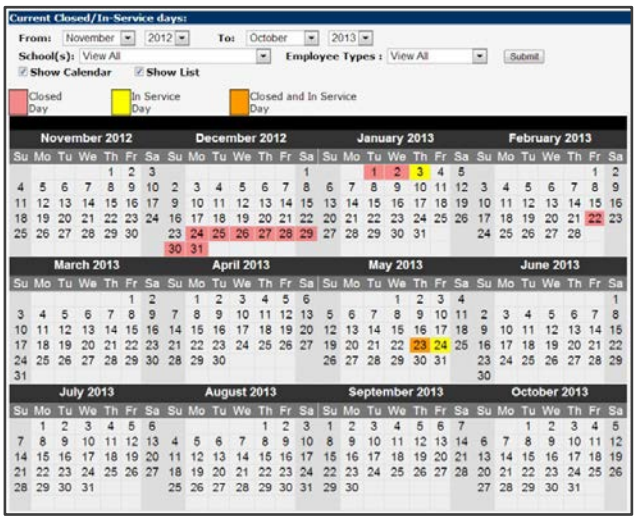
When an employee enters an absence on a Closed Day, Aesop will automatically delete the request. You can use this feature for days when you need to actually close the district (or specific schools), such as a snow day.

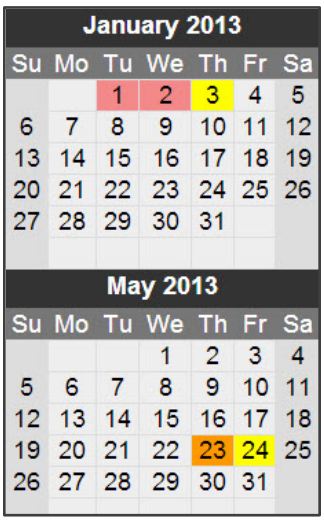
Note:
The School Closed and In-Service Days affect the entire day.



1. Enter the ***Start / End Dates***
2. Select the ***School(s)*** the Closed Day is for
3. Select the ***Employee Type*** that the Closed Day applies to
4. Enter a ***Reason*** for the Closed Day
5. Select ***Closed*** from the "Type" drop down menu
6. Click ***Add*** to save the Closed Day

You can see all Closed or In-Service days on Aesop's 12-month School Closings calendar:





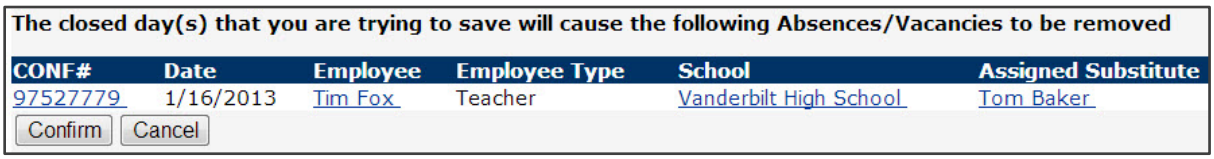
Pink represents days that are **Closed**.

Yellow represents **In-Service** Days.

Orange shows days that are both **Closed** and **In-Service**.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop will notify you if absences were already created for that date before you created the Closed Day. By clicking ***Confirm*** you will cancel the absences. If you click ***Cancel*** you will return to the School Closings screen.

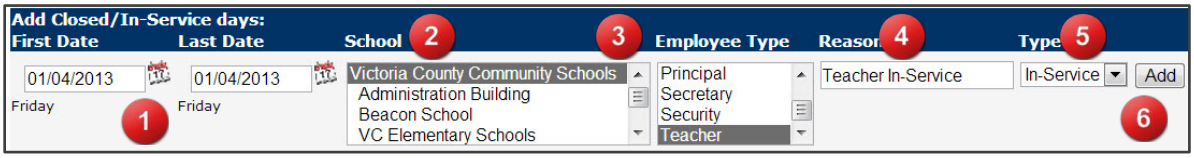


Something to Keep in Mind:

Substitutes will be notified when jobs are closed. If you close a school day, the substitutes scheduled to work those jobs will be notified via the Web site and phone. One exception: Aesop will not notify the substitute if the Closed Day occurs on a date other than the first day in a multiple day absence.

Creating an In-Service Day

When an employee enters an absence on an In-service Day, Aesop will automatically mark the day as "No Sub Needed."



1. Enter the ***Start / End Dates***
2. Select the ***School(s)*** the In-Service Day is for
3. Select the ***Employee Type*** that the In-Service Day applies to
4. Enter a ***Reason*** for the In-Service Day
5. Select ***In-Service*** from the "Type" drop down menu
6. Click ***Add*** to save the In-Service Day

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Previously Created Absences

Aesop will notify you if absences were already created on the In-service Day and if a substitute has been assigned. If you wish to remove the substitute leave the box checked on the far left. If you want the substitute to remain assigned then uncheck the box. Click Confirm to remove the substitutes from the marked absences and change the absences to "Substitute Not Required." If you click Cancel you will return to the School Closings screen.

The in-service day(s) that you are trying to save will cause the following Absences/Vacancies to be marked as substitute not required

	CONF#	Date	Employee	Employee Type	School	Assigned Substitute
☑	97637094	2/13/2013	Tim Fox	Teacher	Vanderbilt High School	Tom Baker

Confirm Cancel

If you remove a substitute who was already assigned to an In-Service Day, Aesop will notify the substitute via the Web site and phone. One exception: Aesop will not notify the substitute if the In-Service Day occurs on a date other than the first day of a multiple day absence.

Something to Keep in Mind:

Absences spanning over In-Service Days: If a substitute has been assigned to a multiple day absence spanning over In-Service Days, Aesop will NOT display the absence date(s) on the substitute's Web site or via the phone.

Deleting a Closed or In-Service Day

You can view a complete list of Closed and In-Service days below the 12-month calendar. To delete a Closed or In-Service day, click the ***trash can*** icon to the right of the closed day.

Date	School	Employee Type	Reason	Type	
12/24/2012 Monday	Victoria County Community Schools	(All)	Christmas Vacation	Closed	🗑
12/25/2012 Tuesday	Victoria County Community Schools	(All)	Christmas Vacation	Closed	🗑
12/26/2012 Wednesday	Victoria County Community Schools	(All)	Christmas Vacation	Closed	🗑

When you delete a Closed or In-Service Day, Aesop can restore any absences that were deleted when you created the day.

The changes that you are making to the closed/in-service day allow you to restore the following Absences/Vacancies to their original state:

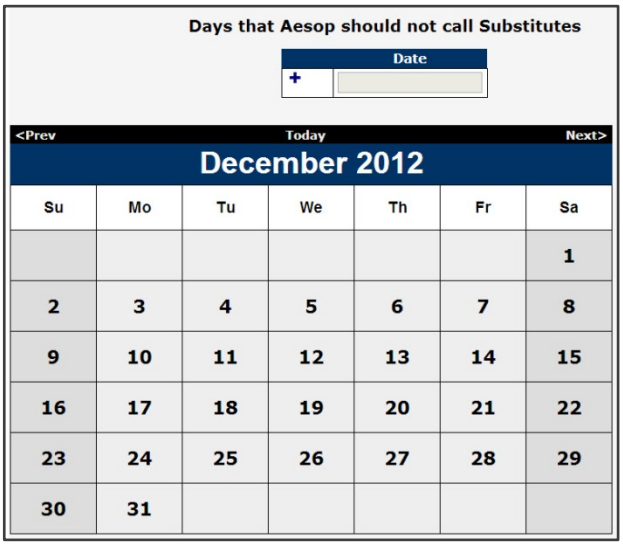
Restore?	CONF#	Date	Employee	Employee Type	School
☑	97637094	2/13/2013	Tim Fox	Teacher	Vanderbilt High School

Confirm Cancel

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop will ask if you want to restore the absence. Check the boxes to the left of the absences you wish to restore. Then click ***Confirm*** to restore all absences with a check mark. If you click ***Cancel*** you will return to the School Closings screen.

Something to Keep in Mind: Substitutes will NOT be reassigned to an absence Aesop will NOT reassign a substitute to a restored absence. You or the principal can reassign the substitute from the Absence Modify screen.



No Calling Days

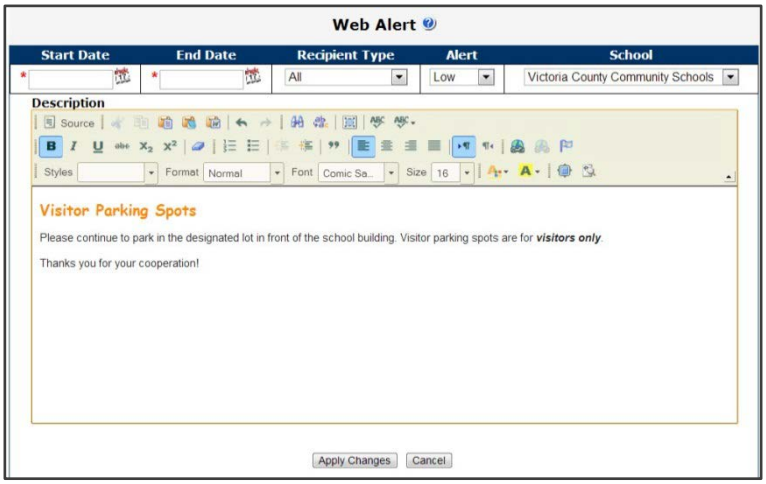
No Calling Days are days that you wish Aesop not to call your substitutes. Choose the specific days that you want to turn off all outbound calling.

Why Should I Use This Function?

You should set up No Calling Days for major holidays on which you don't want substitutes to receive phone calls. **Note:** Aesop calls only 2 days prior to an absence, with the exception of calls to "favorite five" substitutes.

Web Alerts

Web Alerts allow you to communicate with your end-users via the Web site. Specify the date range, recipient, and alert priority. For the "school," select either your district or a specific school. Then type your alert under "description" and click ***Apply Changes*** to save.

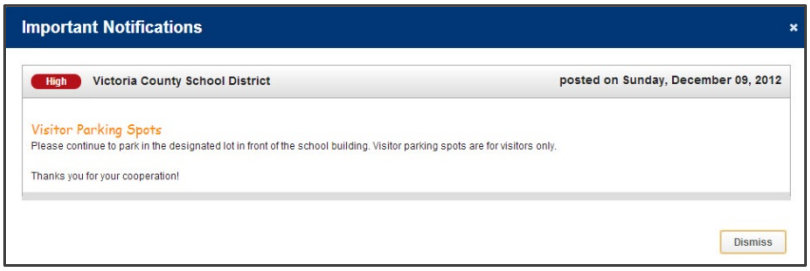


December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

At the bottom of the screen, Aesop displays all of your previously created Web Alerts. Click the ***pencil*** to edit or the ***trash can*** to delete any of these alerts.

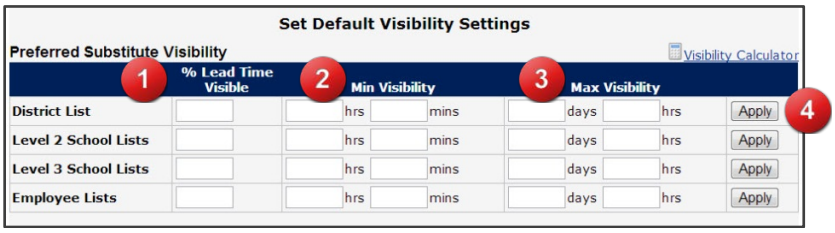
Start Date	End Date	Description	Recipient Type	
12/9/2012	12/14/2012	Visitor Parking	All	
10/17/2012	10/20/2012	Tous les employés so	All	
6/18/2012	6/29/2012	Reminder: All employees are	All	
4/19/2012	4/30/2012	All substitutes are require	Substitute	

The Web Alert will show at the top of the end user's home page:



Data Maintenance > Set Visibility Settings

This is a place to set the default Visibility Settings for your district or to change the settings for all schools or employees at once. The individual visibility settings for each preference list can be set at that specific preference list.



1. Enter the percentage of the lead time you want jobs to be available to the subs on this preference list.
2. Enter the minimum number of hrs/mins that you want jobs to be available to this preference list.
3. Enter the maximum number of days/hours that you want jobs to be available to this preference list.
4. Click ***Apply***. When entering the visibility setting you must do it one line at a time.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Visibility Calculator: can be used to see hypothetical absence situations and how different percentage levels will effect what time the job will be available to your subs.

Create Date: 12/10/2012 01:25 PM
Start Date: 12/11/2012 01:25 PM

Lead Time: 1d 0h 0m

Dates and times represent the time that a job would become visible to a substitute.

100%	90%	80%	70%	60%
1d 0h 0m	21h 36m	19h 12m	16h 48m	14h 24m
12/10/2012 01:25 PM	12/10/2012 03:49 PM	12/10/2012 06:13 PM	12/10/2012 08:37 PM	12/10/2012 11:01 PM

50%	40%	30%	20%	10%
12h 0m	9h 36m	7h 12m	4h 48m	2h 24m
12/11/2012 01:25 AM	12/11/2012 03:49 AM	12/11/2012 06:13 AM	12/11/2012 08:37 AM	12/11/2012 11:01 AM

Other:
50 %
12h 0m
12/11/2012 01:25 AM
0% 100%

Should Have Skill Settings: from here you can also set the default Lead Time Enforced for Should Have Skills.

Should Have Skill Settings Should Have Skill Calculator

	1 % Lead Time Enforced	2 Short Lead Time Boundary	3 Long Lead Time Boundary	
Reference Data Default		hrs mins	days hrs	Apply

1. Enter the **percentage of the lead time** you want the Should Have Skill to be enforced
2. Enter the **Short Lead Time Boundary** in hrs/mins
3. Enter the **Long Lead Time Boundary** in days/hrs

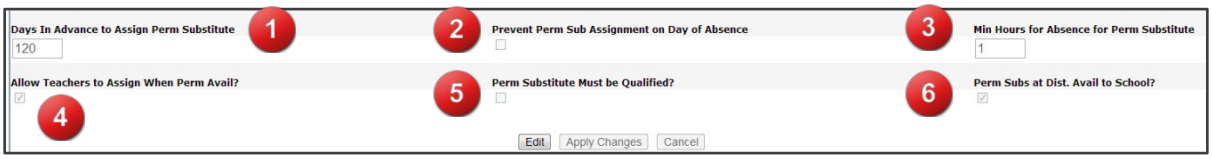
Learn More About This

More information on the concept of Visibility can be found in the **Training and Reference Materials** in the Topical Guide "Percent Lead Time Visibility"

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Permanent Substitutes

Aesop can assign permanent substitutes within your district to the first available job.



1. **Days in Advance to Assign Perm Sub:** Designate how far in advance Aesop should assign the substitute.

2. **Prevent Perm Sub Assignment on Day of Absence:** Checking this box will stop Aesop from assigning any permanent subs if it is on the same day of the absence.

3. **Min Hours for Absence for Perm Sub:** Specify the minimum absence duration (in hours) that a perm sub can be assigned to automatically.

4. **Allow Teachers to Assign When Perm Avail?** Check this box if you have given the teachers assign capability and want to allow them to override a permanent substitute assignment and assign their own substitute.

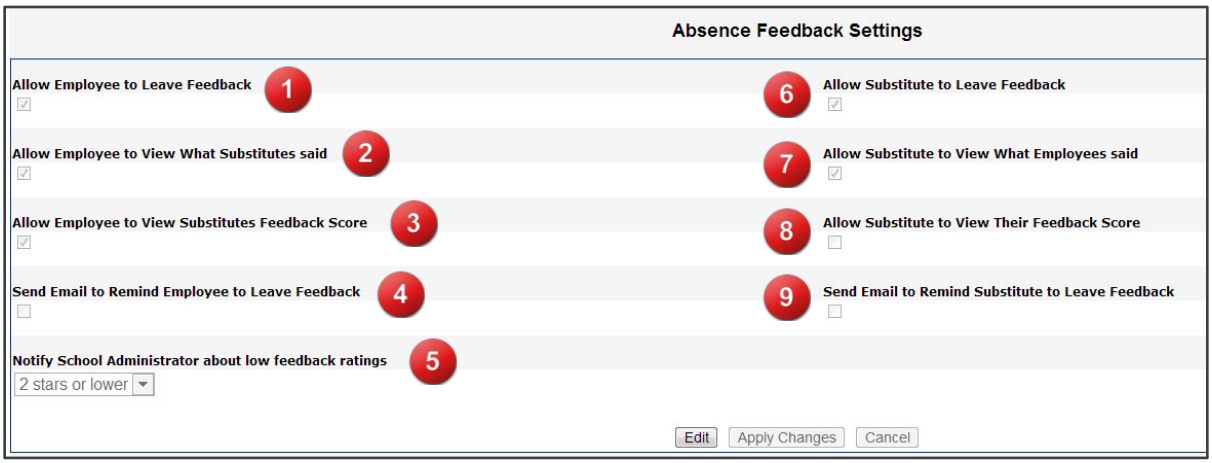
5. **Perm Sub Must be Qualified?** Check this box to require the substitute to be qualified in order to be automatically assigned to a job. (See Chapter 9: Skill Matching).

6. **Perm Sub at Dist. Avail. to School:** If the permanent substitutes are assigned to the higher level school in the district hierarchy, check this box to allow them to be automatically assigned to the first absence entered anywhere in the appropriate lower levels.

Absence/Vacancy Feedback

Absence Feedback allows your teachers, substitutes or both to create feedback after the absence is completed.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Allow Employees to Leave Feedback:** Check this box to enable employees to complete a feedback form rating the substitute.

2. **Allow Employee to View What Substitutes said:** Check this box to allow the employee to view the comments left by the substitute.

3. **Allow Employee to View Substitutes Feedback Score:** Check this box to allow the employee to see the substitutes star rating when assigning a substitute to an absence.

4. **Send Email to Remind Employee to Leave Feedback:** Check this box to have an email sent to the employee to remind them to leave feedback.

5. **Notify School Administrator about low feedback ratings:** An email will be sent to the appropriate Campus User letting them know of low feedback based on the range chosen here.

6. **Allow Substitute to leave Feedback:** Check this box to enable substitutes to complete a feedback form rating the assignment, students, lesson plans, etc.

7. **Allow Substitute to View What Employee said:** Check this box to allow substitutes to see the comments the employee left in the feedback form.

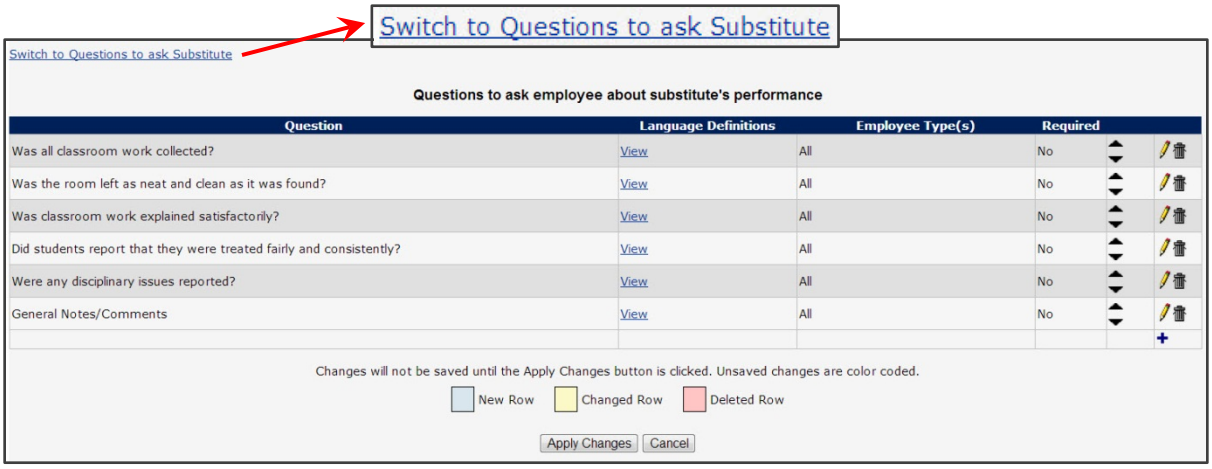
8. **Allow Substitute to View Their Feedback Score:** Check this box to allow the sub to see the star rating left by the employee.

9. **Send Email to Remind Substitute to Leave Feedback:** Check this box to have an email sent to the substitute to remind them to leave feedback.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Absence / Vacancy Feedback Questions

This is where you can view and edit the feedback questions that will be asked the employees and substitutes. Aesop comes with some generic questions that can be used, edited, or deleted.

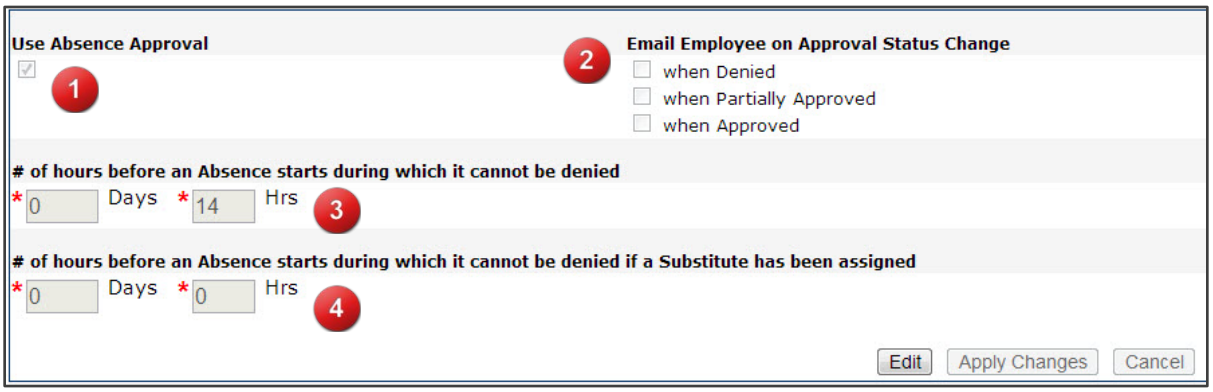


- Use the black arrows to move questions up and down in the list
- Click the pencil icon to edit the existing question
- Click the trash can icon to delete a question
- Click the plus sign + to add a new question to the list

Absence Approval Settings

Here is where you can change the general settings for absence approval in Aesop.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Use Absence Approval:** Check this box to turn on the absence approval feature in Aesop. You may need log out and back into Aesop for this setting to take effect.

2. **Email Employee on Approval Status Change:** Check these boxes to determine when the employee will receive approval status emails.

   - **When Denied:** The employee will receive an email if their absence request is denied by the approver.

   - **When Partially Approved:** The employee will receive an email when the absence request is approved at the first or second level before it goes for final approval. This check box only comes into play if your district is using a multiple level approval system.

   - **When Approved:** The employee will receive an email when the absence is approved by the final approver.

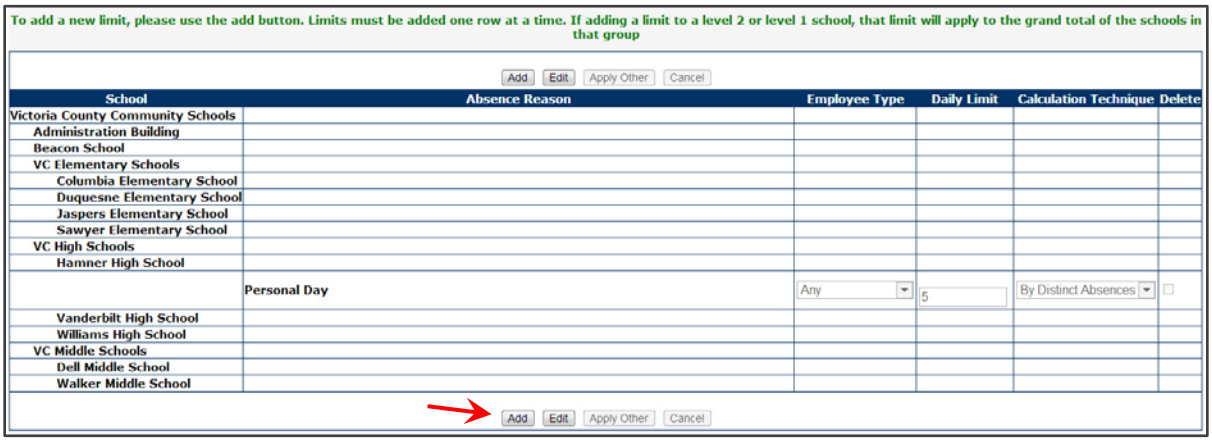
3. **# of hours before an absence starts during which it cannot be denied:** This setting will prevent an approver from denying an absence request too close to the start of the absence.

4. **# of hours before an absence starts during which it cannot be denied if a substitute has been assigned:** This setting will prevent an approver from denying an absence request too close to the start of the absence only if a sub has already been placed in the job.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Daily Limits

This feature allows you to limit the number of absences allowed at your schools on any given day.



From this page you can add absence limits to your district as a whole or to individual schools. To add limits click the ***Add*** button.

1. Select the **School** to apply the limit to
2. Select the **Absence Reason** to limit
3. Select the **Employee Type**
4. Specify the **Daily Limit** to enforce
5. Select the **Calculation Technique**

Calculation Technique?

By Distinct Absences: This will subtract one from the Daily Limit for every individual absence. So a half day absence will count the same as a full day absence.

By Hour: This will take into account partial day absences and will subtract a day from the limit once a full day is reached.

Once you have added a limit to a school, it will be displayed on the Daily Limit page.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

School	Absence Reason	Employee Type	Daily Limit	Calculation Technique	Delete
Victoria County Community Schools					
	Personal Day	Any	20	By Distinct Absences	☐
Administration Building					
Beacon School					
VC Elementary Schools					
Columbia Elementary School					
Duquesne Elementary School					
Jaspers Elementary School					
Sawyer Elementary School					
VC High Schools					
Hamner High School					
Vanderbilt High School					
	Personal Day	Teacher	5	By Distinct Absences	☐
Williams High School					
VC Middle Schools					
Dell Middle School					
Walker Middle School					

Add Edit Apply Other Cancel

Click ***Edit*** to edit any limits you have set up. When in Edit Mode you can also delete a limit you have set up by checking the delete box and then clicking ***Apply Edit***.

Something to Note:

In the example above, a 20-absence limit has been set up for Personal Days across the entire district. A 5-absence limit has been set up for Personal Days at Vanderbilt High School.

Aesop will enforce the 20-absence limit for the district even if five absences have not been taken at Vanderbilt High School. So if someone tries to take the fourth absence at Vanderbilt, but it is the 21st absence for the whole district, the absence will not be allowed.

Employee Notification

When an employee tries to create an absence online after the limit has been reached, they will receive an error notification on the Web page.

Modify Absence

Error Your Organization has limited the number of times a given Absence Reason can be taken on any given day.
Items in red below indicate you have exceeded the maximum allowed Absence Reason usage.

Creating an Absence: Hill, Rachel

Save Cancel

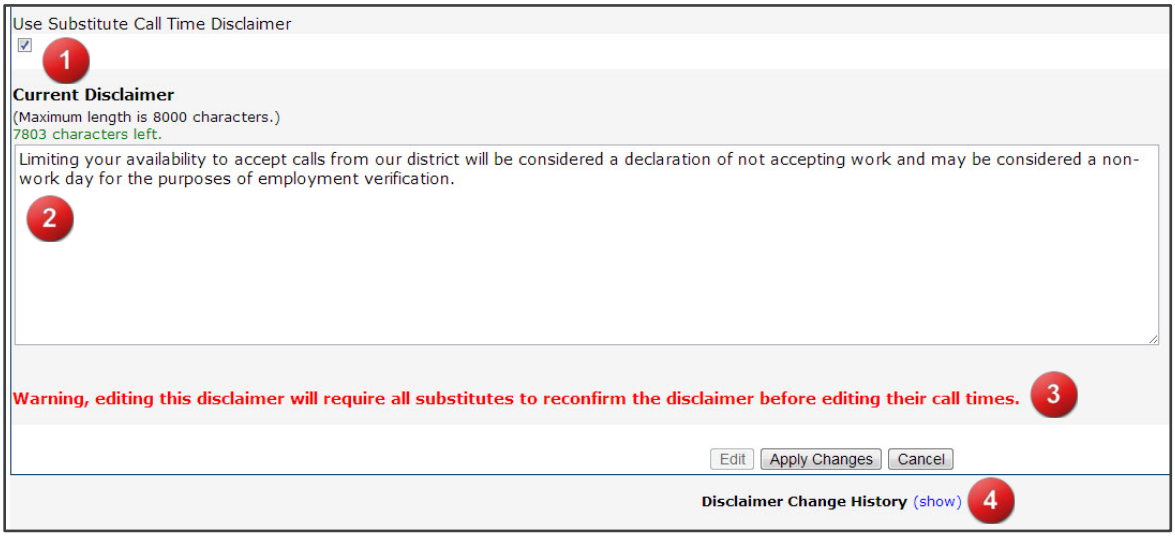
Date	Absence Reason	Absence Type	Start Time	End Time
01/14/2013 Monday	Personal Day	Full Day	08:00 AM	03:00 PM

When an employee tries to create an absence over the phone after the limit has been reached, Aesop will remove that absence reason from the list of available absence reasons the employee hears.

December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

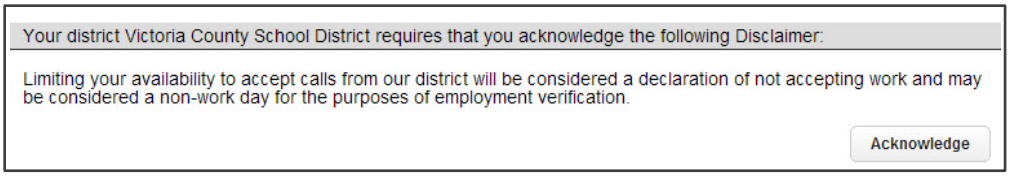
Substitute Call Time Disclaimer

Aesop allows you to set up a disclaimer that a substitute would have to confirm any time they make changes to their call times. This feature can be useful in preventing unemployment claims.



1. To turn this feature on check the ***Use Substitute Call Time Disclaimer*** box.
2. You can use the general disclaimer we have provided or write your own.
3. Note the Warning that reads, "*editing this disclaimer will require all substitutes to reconfirm the disclaimer before editing their call times.*"
4. Any changes you make to the disclaimer are recorded and the history can be viewed by clicking the (show) link.

This is what the substitute will see on their website when trying to make changes to their call times.



December - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

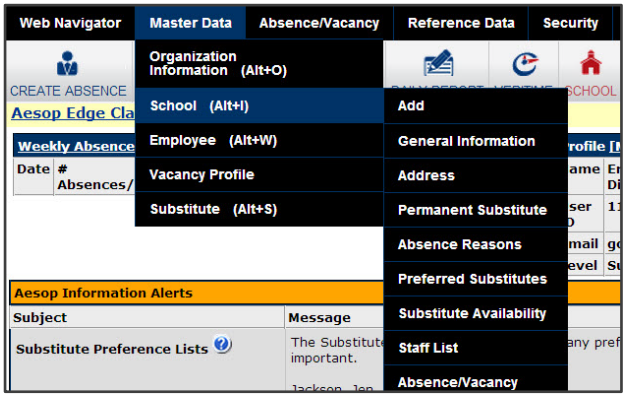
School Settings

FRONTLINE™ TECHNOLOGIES

January - ©2013 Frontline Technologies, Inc.

Confidential - Information in this document should not be distributed unless explicitly authorized.

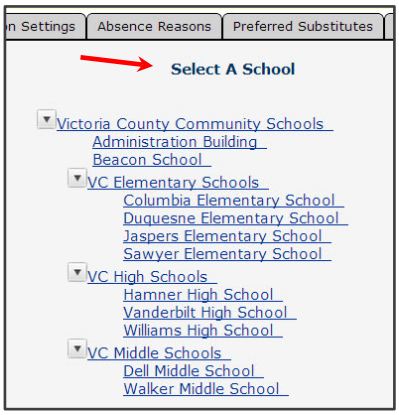
School Settings



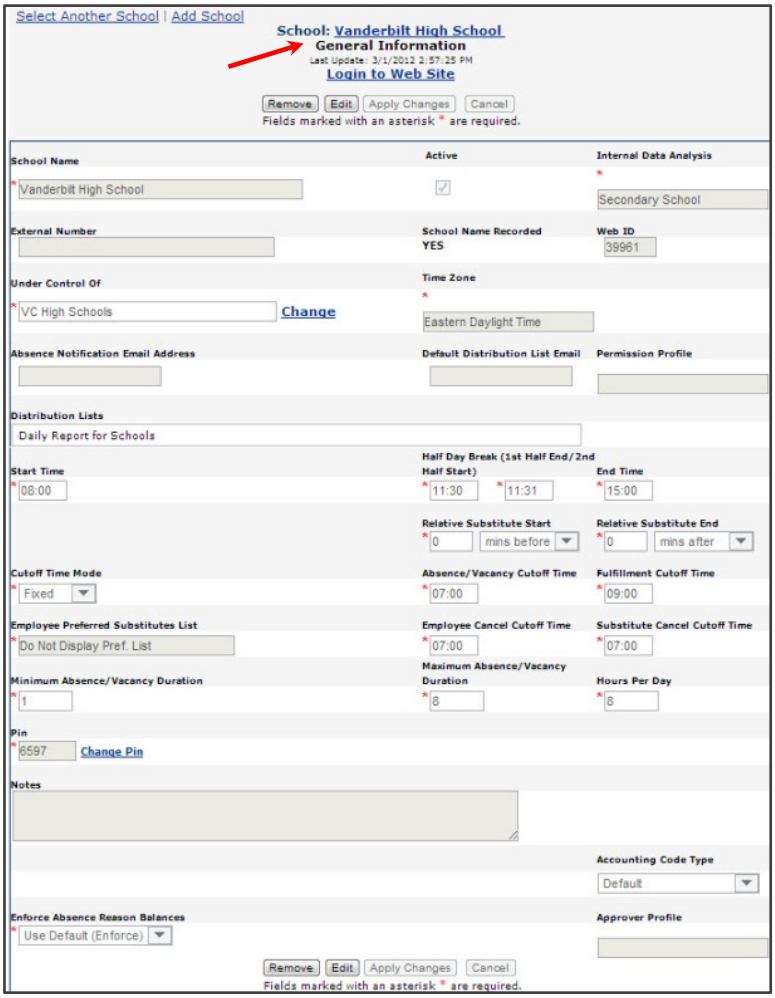
The School Settings allow you to add new schools, modify existing ones, and create or modify any school preference list.

To open the School Settings, select ***Master Data*** > ***School*** from the black menu bar at the top of the page; the sub-menu which appears lists the overall school setting options.

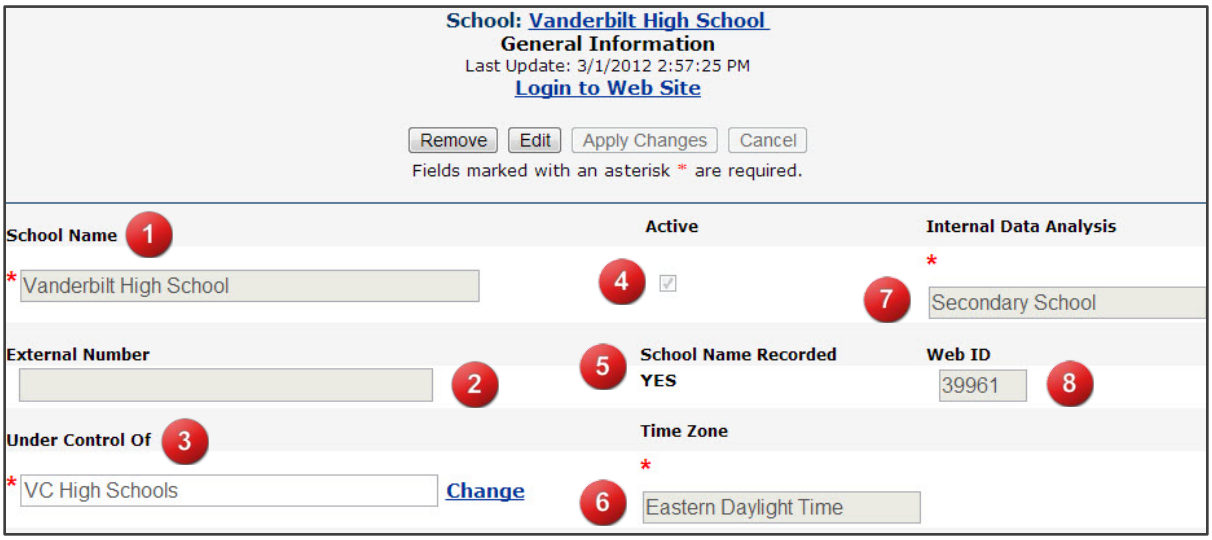
Choose which school you would like to change settings for from the school list.



Once you've selected the school, the school's general information page will open.

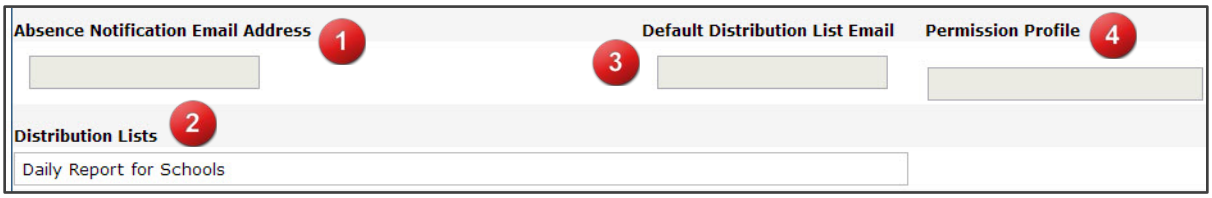


January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



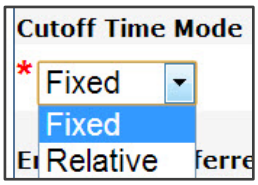
1. **School Name:** The name that appears to the substitute.
2. **External Number:** The number that the District assigned to this location.
3. **Under Control of:** Choose who in Aesop's hierarchy that this school reports to.
4. **Active:** Check this box if the school is active.
5. **School Name Recorded:** This lets you know whether the School's name has been recorded into the system. Recordings are automatic, but may also be manually recorded.
6. **Time Zone:** Choose the school's time zone. The daylight setting will automatically switch between Daylight and Standard times.
7. **Aesop Internal Analysis Category:** Choose the school type from the category list.
8. **Web ID:** An Aesop-generated ID for this school.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Absence Notification E-mail Address:** The email address you want absence notifications to go to. An email will be sent when…
    - Employee *creates* job
    - Substitute *accepts* job
    - Substitute *cancels* job
    - New substitute *accepts* job
2. **Distribution Lists:** A list of report distribution lists that this school can be found on.
3. **Default Distribution List Email:** The email address report distributions to go to.
4. **Permission Profile:** Select a permission profile for the school.

Fixed or Relative Mode

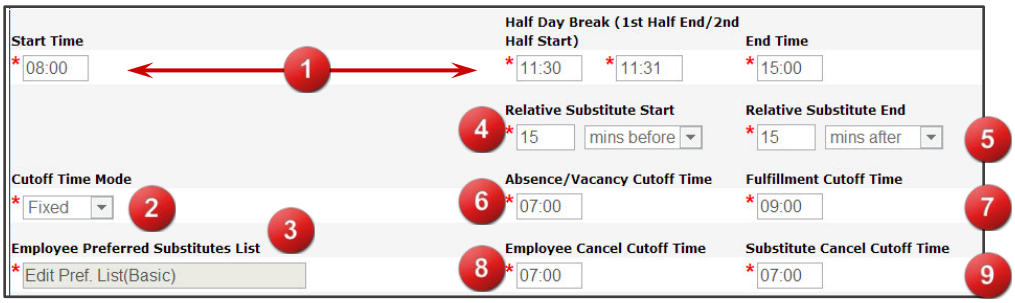


The next part of the School Settings General Information page will depend on whether you choose to use a Fixed or Relative Cutoff Time Mode. *Fixed* mode allows you to enter an actual time (i.e. 07:30) and *Relative* allows you to enter a relative time frame (i.e. 2 hours before absence start time). **Remember:** always use military time (i.e. 1:30 PM is 13:30).

Fixed Mode

The Fixed Cutoff Time Mode allows you to enter a specific time to be used for the cutoff settings. The following settings are fixed mode settings.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Start/Half/End Times:** Define your default full day, half day AM & PM times.

2. **Cutoff Time Mode:** Decide between *Fixed* or *Relative*.

3. **Employee Preferred Substitutes List:** Select if employees can view and modify a Preferred Substitutes Lists. Choose one of the following options:

   - **Do Not Display Pref List:** Employees cannot view or edit the list
   - **Display Pref List:** Employees can view the list, but may not edit it
   - **Edit Pref List (Basic):** Employees can add, remove and exclude substitutes from the list. This option is the most common choice for districts. Allows "favorite five."
   - **Edit Pref List (Advanced):** Employees can do all the functions of the Basic option, as well as determine visibility settings and set a call order for the entire list. Allows "favorite five."
   - **Edit Pref List (Basic) No Exclude:** Employees can add and remove substitutes, but may not exclude them. Allows "favorite five."
   - **Edit Pref List (Advanced) No Exclude:** Employees can add and remove substitutes and determine visibility settings and set a call order, but may not exclude substitutes. Allows "favorite five."

4. **Relative Substitute Start:** Optional feature that allows you to specify the amount of time before (or after) an absence's start time that the Sub is to report.

5. **Relative Substitute End:** Optional feature that allows you to specify the amount of time after (or before) an absence's end time that the Sub is finished.

6. **Absence Cutoff Time:** Time after which Aesop will not allow employees to enter an absence for the day.

7. **Fulfillment Cutoff Time:** Time at which Aesop will stop calling substitutes for the day's unfilled absences.

8. **Employee Cancel Cutoff Hours:** The latest time an employee can cancel an absence for the day.

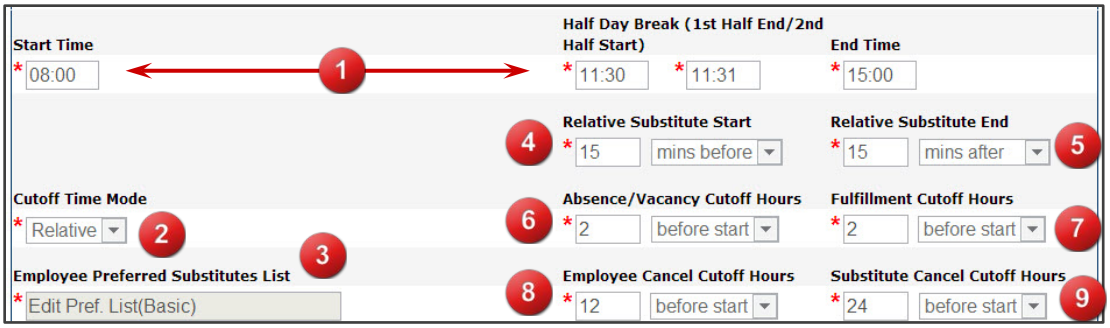
9. **Substitute Cancel Cutoff Hours:** The latest time a substitute can cancel an assignment for the day.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Relative Mode

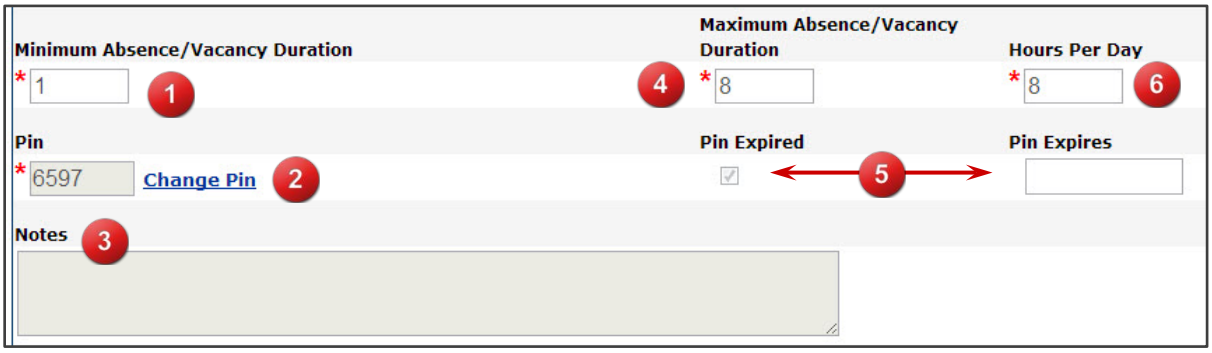
Instead of choosing a specific time (like with the Fixed Cutoff Time Mode) the Relative Cutoff Time Mode allows you to specify the number of hours before or after the absence's start time.

For example, if your Employee Cancel Cutoff Hours setting is set to "12 hours before start," and the absence start time is 7:00 AM, Aesop would not allow the employee to cancel the absence after 7:00 PM the day before.

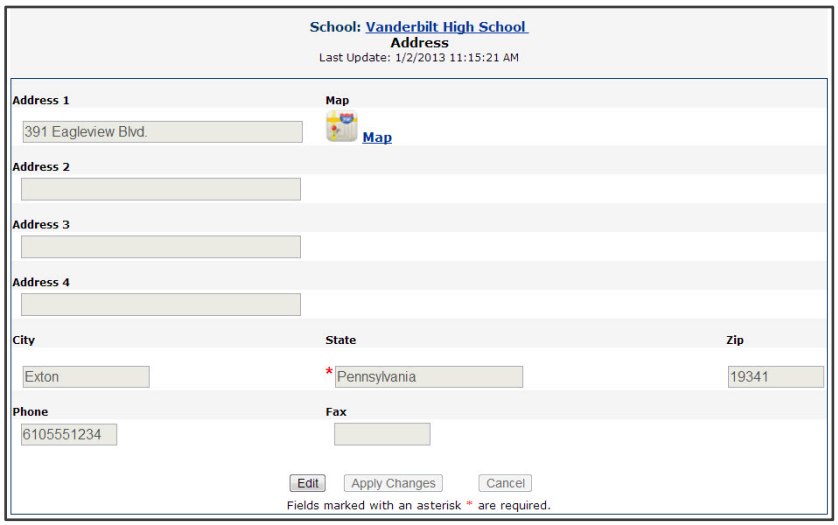


1. **Start/Half/End Times:** Define your default full day, half day AM & PM times.
2. **Cutoff Time Mode:** Decide between *Fixed* or *Relative*.
3. **Employee Preferred Substitutes List:** This is the master switch for all employees at this school to be able to view or modify their personal preferred substitute list.
4. **Relative Substitute Start:** Optional feature that allows you to specify the amount of time before (or after) an absence's start time that the Sub is to report.
5. **Relative Substitute End:** Optional feature that allows you to specify the amount of time after (or before) an absence's end time that the Sub is finished.
6. **Absence Cutoff Hours:** Restrict when an employee can register an absence. Choose either the number of hours before *or* after the start time of the job.
7. **Fulfillment Cutoff Hours:** Determine how long Aesop will call with available assignments. Choose either the number of hours before *or* after the start time of the job.
8. **Employee Cancel Cutoff Hours:** Determine when an employee can cancel an absence. Choose either the number of hours before *or* after the start time of the job.
9. **Substitute Cancel Cutoff Hours:** Determine when a substitute can cancel an assignment. Choose either the number of hours before *or* after the start time of the job

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Minimum Absence Duration:** Here you can control the minimum number of hours an employee can register as an absence.
2. **PIN:** This is the school's PIN number. Click the Change Pin link to edit.
3. **Notes:** A place to enter general notes about this school.
4. **Maximum Absence Duration:** The maximum number of hours an employee can register as an absence is set here.
5. **Pin Expired / Pin Expires:** Only active if the "Pin Expire?" box is checked under ***Master Data*** > ***Organization Information*** > ***Miscellaneous***
6. **Hours Per Day:** Total number of hours per day

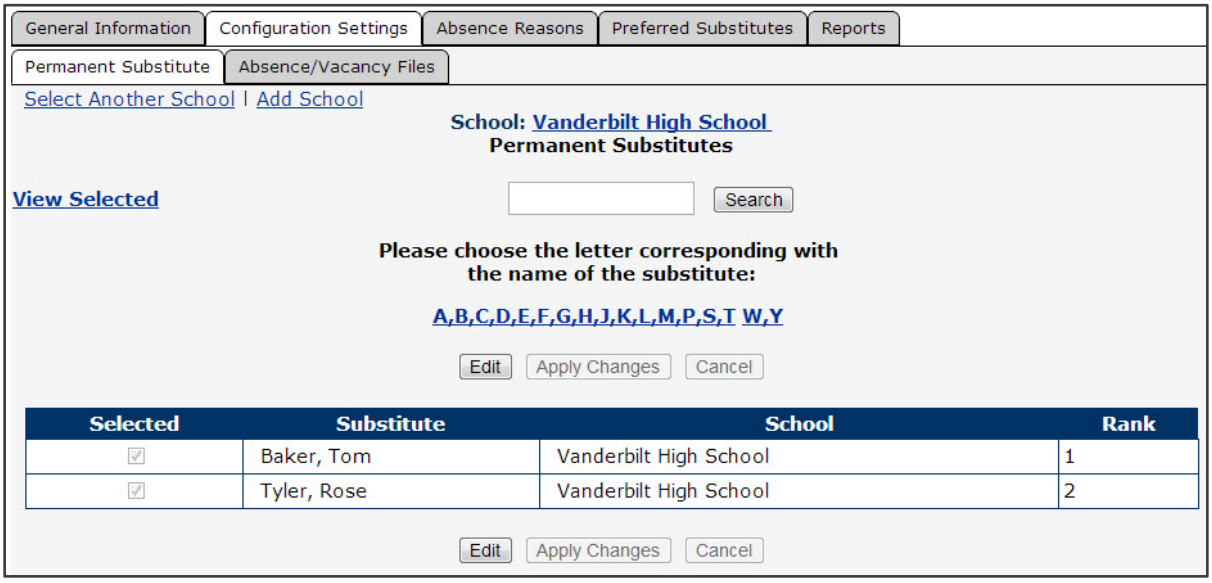


School Address

Under the Address tab, enter the address of the school and Aesop will display the map for the substitute (using Google Maps).

You can also enter the school's phone and fax numbers on this page.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

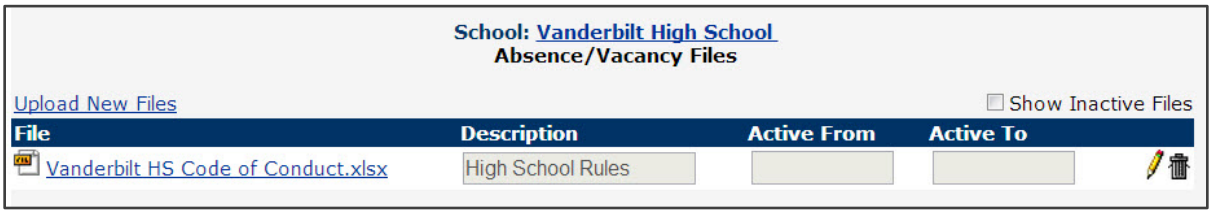


Permanent Substitutes

This feature allows you to assign permanent substitutes to the school. The first available job will be assigned to the permanent substitute(s). You also have the ability to rank your permanent substitutes, so that Aesop can automatically assign them according to the rankings you set. Refer back to the Organization Settings/Permanent Substitutes section to review the rules Aesop follows when assigning a permanent sub.

Absence / Vacancy Files

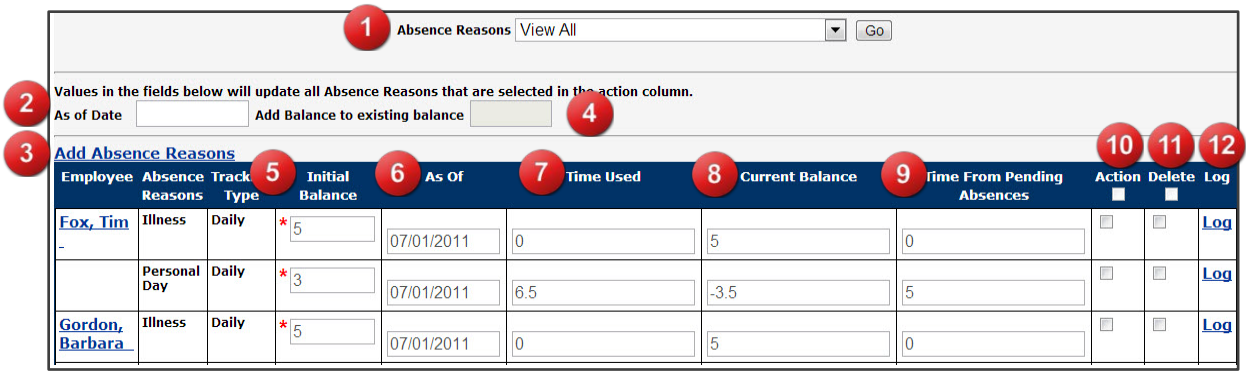
Upload files that will automatically be attached to any absences or vacancies for the school.



Absence Reasons

Manually modify the absence balances for your employees. See the chapter on Data Importing to learn how to import balances for all employees. You can also refer to the absence tracking guide online under the training and reference materials.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Absence Reasons:** This allows you to sort by specific absence reasons.

2. **As of Date:** Use this field to update the As of Date in bulk. The As of Date is the date you would like the update to begin counting down the absences the employee takes.

3. **Add Absence Reasons:** Add new employees to the list or add new absence reasons to your employees.

4. **Add Balance to existing balance:** Choose how many days you want to add to the existing balance. NOTE: This number adds to all displayed rows, so you might want to filter by Absence Reason first. You can use negative numbers.

5. **Initial Balance:** original balance per the As Of Date.

6. **As of:** Date this balance was valid as of 11:59 p.m.

7. **Time Used:** This shows how much of an employee's absence reason balance has been used at that point.

8. **Current Balance:** This shows the amount of available days the employee has remaining.

9. **Time from Pending Absences:** Displays days that will count against the balance but have not happened yet.

10. **Action:** Check this box next to employees to whom you would like to make balance changes To select all employees, click the action box in the header, or to individually select employees click the box in the appropriate employee row.

11. **Delete:** Check this box to delete balances. To select all employees, click the delete box in the header, or to individually select employees click the box in the appropriate employee.

12. **Log:** displays all changes made to this specific absence record.

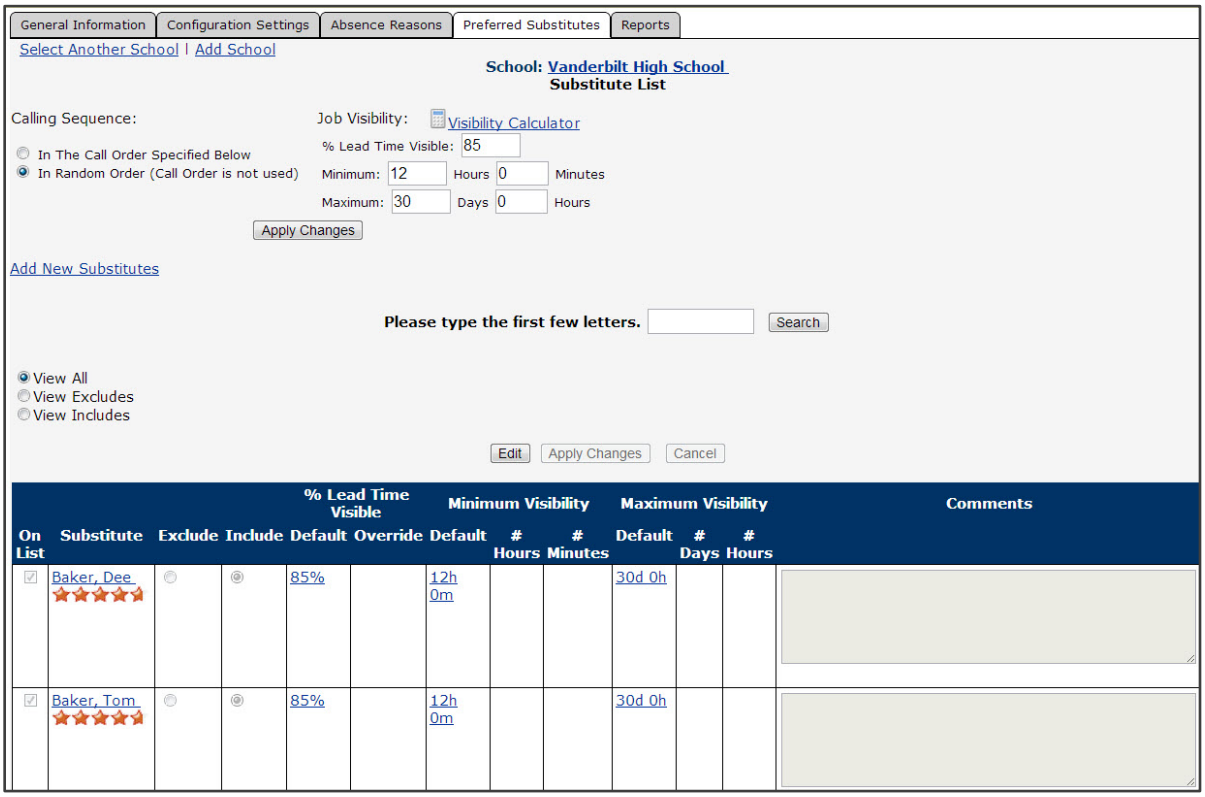
January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

How Does Aesop Calculate Balances?

Aesop uses only full and half days. Hourly absences can be used but will be calculated as a decimal. The calculation is total hours taken divided by school's Hours per Day value. Example: If a teacher takes a 3.25-hour absence and the school's Hours per Day is 8 hours, the calculation is 3.25 / 8 = .4063, and this number is subtracted from the balance. But if a teacher takes a default half day AM or PM, then the value deducted from the balance is .5.

Preferred Substitutes

The Preferred Substitutes page allows you to designate preferred and excluded substitutes from the school.



Job Visibility: manage when subs can view jobs.

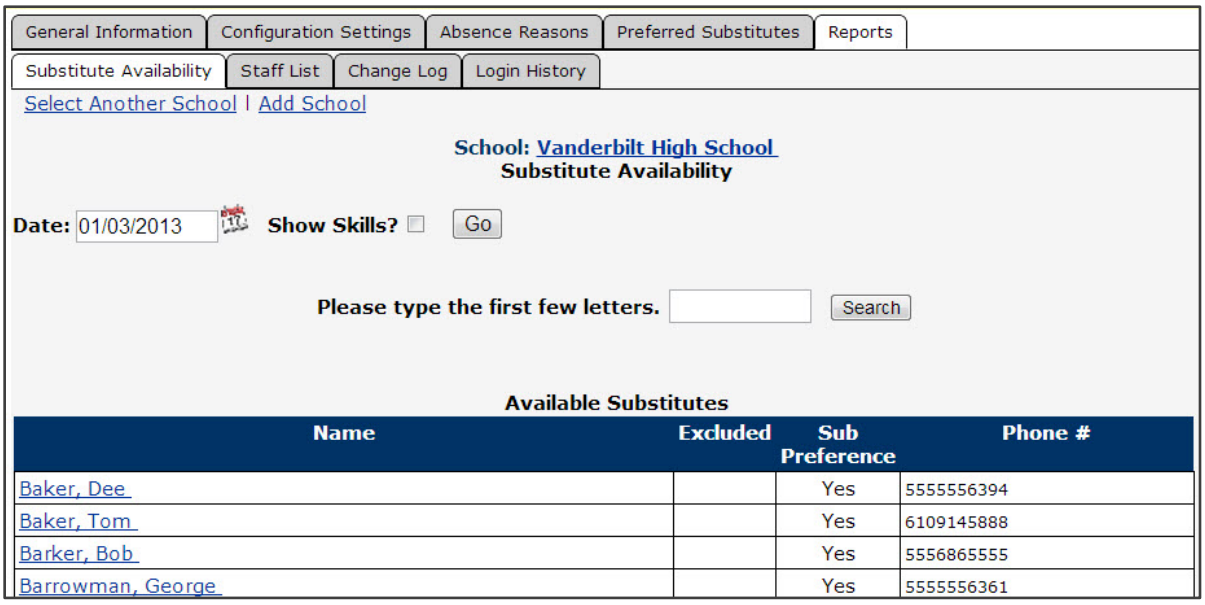
January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

You can set a default for the list and override individual subs if necessary. This applies only to sub's access to this school or schools/teachers grouped under this selected school.

To add a new substitute:

1. Click the ***Add New Substitutes*** link
2. Click on the alphabet letter corresponding to the desired substitute's last name (or enter substitute's last name into the "Search" box and click Search)
3. Check the "On List" box to select the substitute (You can select more than one sub at a time)
4. Select either *Exclude* or *Include*
5. Enter your settings to override the default visibility settings if necessary (not typical)
6. Click the ***Apply Changes*** button to save*

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

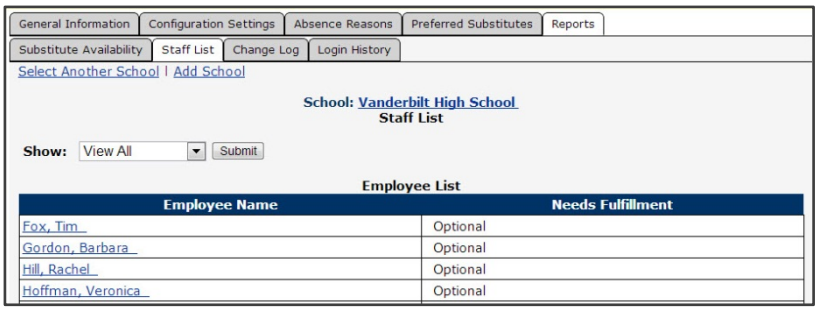


Substitute Availability

View the substitutes' availability by date and their skills. This report displays the substitute's name, if the substitute is excluded from this school's "Preferred Substitutes List," and the substitute's phone number.

To see the substitutes' skills, click the "Show Skills?" box. You can then narrow your search by selecting a specific skill from the drop-down menu.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

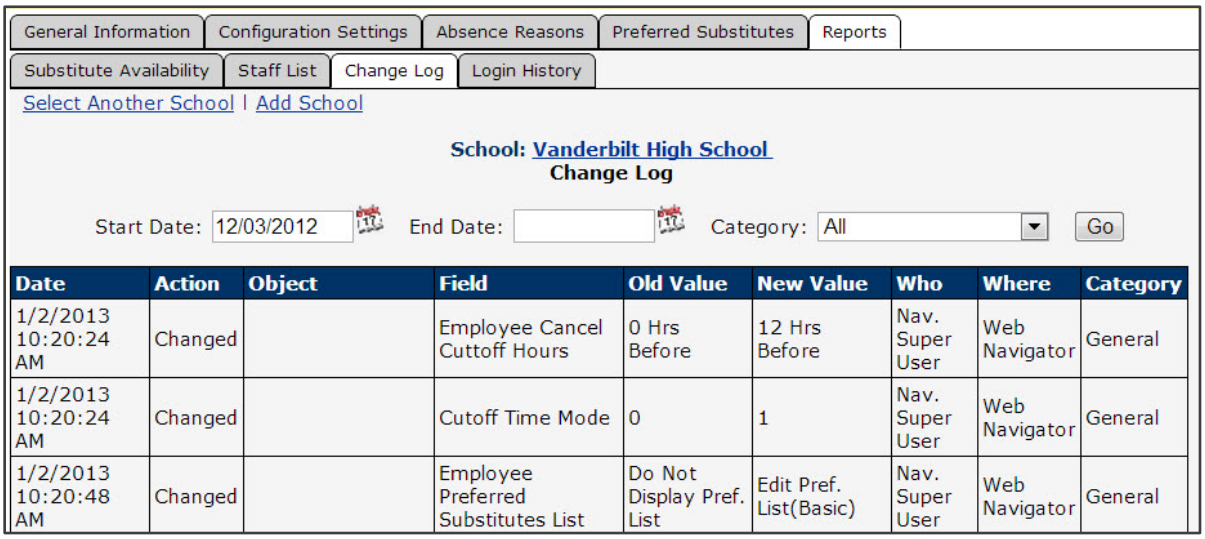


Staff List

View the school's employee list with their fulfillment requirements. Inactive employees are highlighted in gray.

Change Log

This report allows you to view all changes that have been made to this school and the details of those changes.



Date	Action	Object	Field	Old Value	New Value	Who	Where	Category
1/2/2013 10:20:24 AM	Changed		Employee Cancel Cuttoff Hours	0 Hrs Before	12 Hrs Before	Nav. Super User	Web Navigator	General
1/2/2013 10:20:24 AM	Changed		Cutoff Time Mode	0	1	Nav. Super User	Web Navigator	General
1/2/2013 10:20:48 AM	Changed		Employee Preferred Substitutes List	Do Not Display Pref. List	Edit Pref. List(Basic)	Nav. Super User	Web Navigator	General

Login History

This report displays the login history for every time someone logged in as this school.

Logged In	Logged Out	Timed Out?	Where
1/3/2013 11:07:45 AM	1/3/2013 11:07:51 AM	No	Principal Web
1/3/2013 11:08:34 AM	1/3/2013 11:08:39 AM	No	Principal Web

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Employee Settings

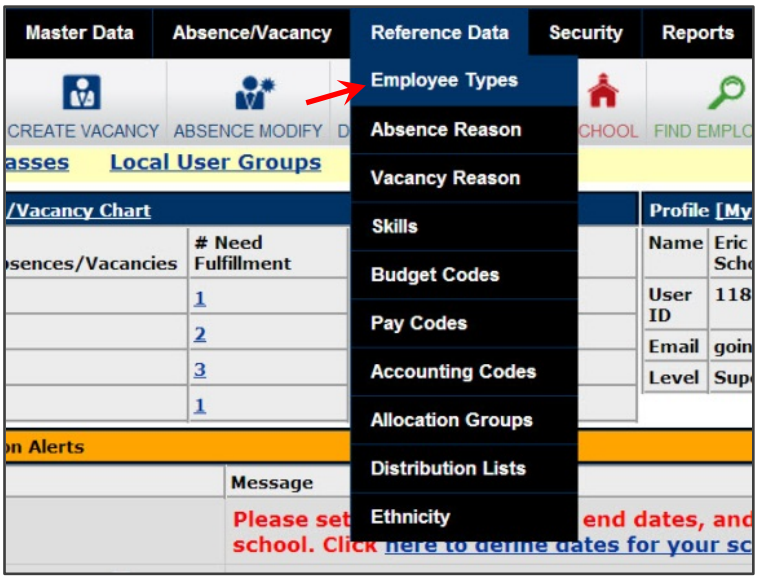
FRONTLINE™ TECHNOLOGIES

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Employee Settings Overview

The Employee Settings enable you to add new employees, modify existing ones, edit an employee's personal information and permissions, modify the Employee's preferred substitute list, manage Employee Types, and more.

Employee Types



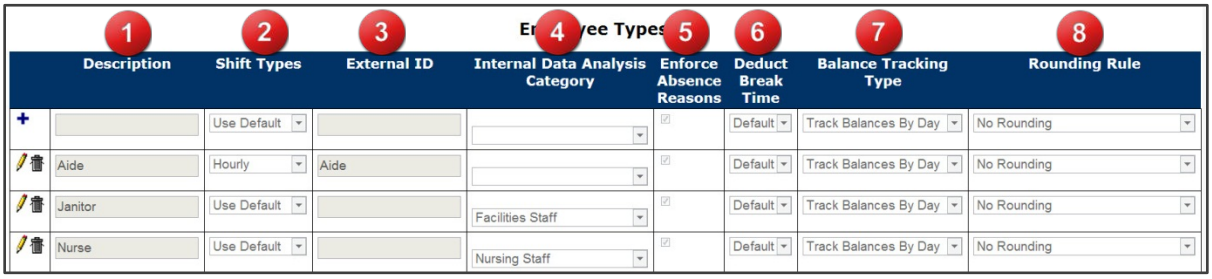
If you are adding an employee, you will first need to choose the employee type. An employee type is a broad classification for employees. Employee Types are important because they allow you to designate certain groups of employees. This is helpful when setting up the district calendar and absence approval among other things.

You can find Employee Types by going to the main menu bar and selecting ***Reference Data*** > ***Employee Types***.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Creating a New Employee Type

Click the ✚ icon to add a new record.



1. Enter a Description of the employee's job.
2. Select a Shift Type for the employee: either Full/Half Day, Full Day Only, Hourly, or Both.
3. Give the Employee Type a unique External ID.
4. Select an "Aesop Internal Data Analysis Category." This option helps Aesop to standardize job categories for all users.
5. Check the box if you wish to enforce absence reason balances for this employee.
6. Choose whether to deduct a break time from the Employee.
7. Choose whether you would like the Employee Type balance to be tracked by day or hour.
8. Choose whether you want balances to round up or down to the nearest quarter, half, or full hour.

Icon Key

Click the ✔ icon to ***save***

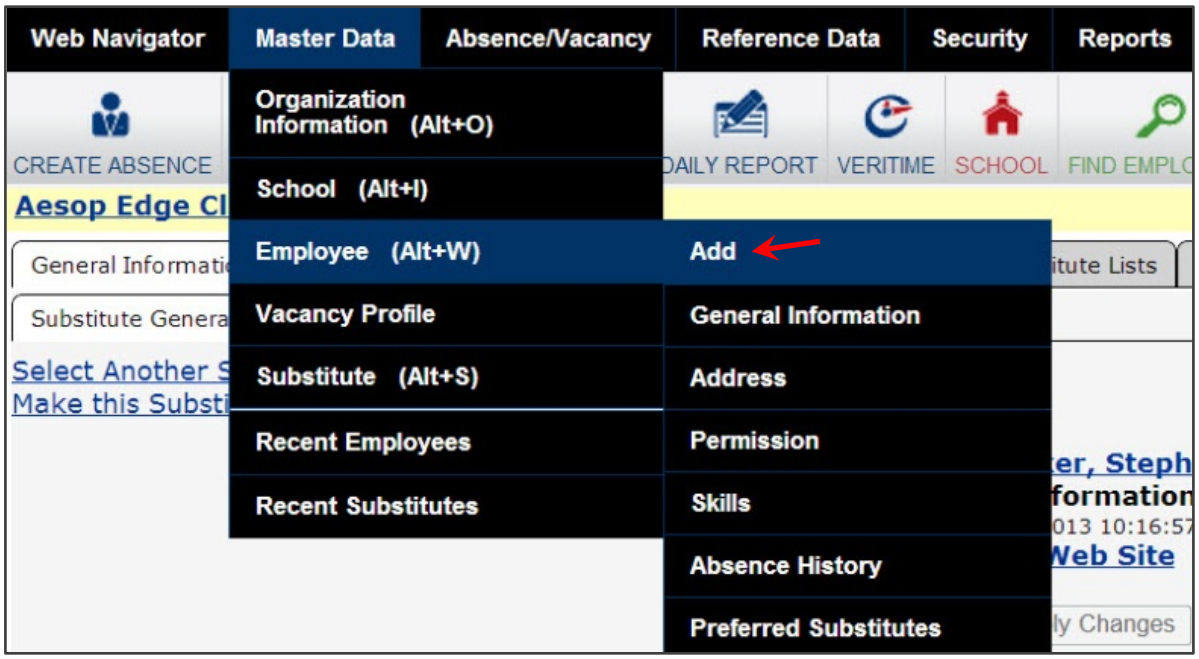
Click the ✖ icon to ***cancel***

Click the icon to ***modify*** a record

Click the icon to ***delete*** a record

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Adding New Employee



Employees can be added through the Data Import feature [Chapter 15] but they can also be added one at a time. From the main menu bar select ***Master Data*** > ***Employee*** > ***Add***.

Fill in the General Information for the new employee.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

General Information

Each employee has his/her own "general information" page. To select an employee, go to ***Master Data*** > ***Employee***, click the alphabet letter corresponding to the first letter of the employee's last name, or type the employee's last name, phone, e-mail, or identifier in the Search box and click Search.

*Fields marked with an asterisk * are required when entering a new employee*

1. **Login to Web Site:** Clicking this link will log you directly into this employee's web site. Be aware that this will also log you out of your Web Navigator session.

2. **Identifier:** The identifier is a unique designation that is given to all employees. It can be alpha-numeric and up to 30 characters.

3. **Phone (login id):** The phone number will be the employee's login id unless an alternate login id is specified.

4. **Employee Type:** Choose the general employee type for this employee.

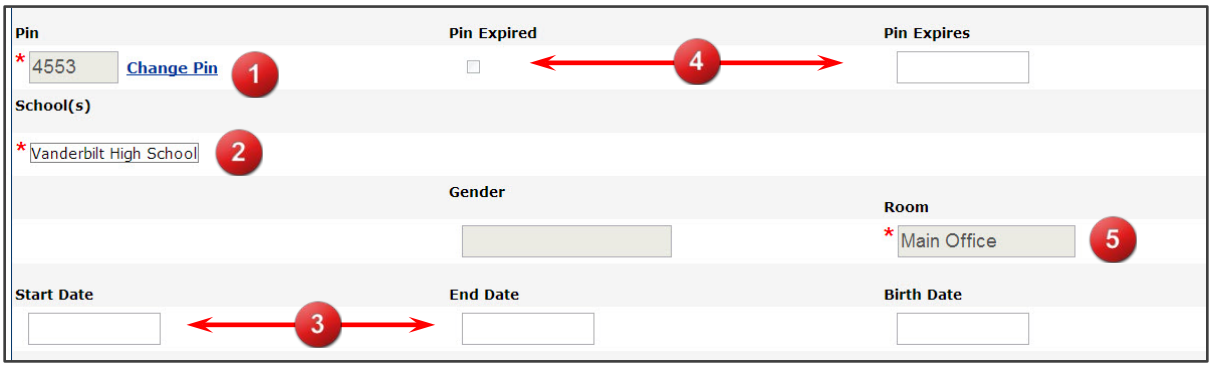
5. **Active:** If the box is NOT checked, the employee will be marked as inactive. This keeps the employee data for record-keeping purposes, but stops any interaction with Aesop. The district is not charged for inactive employees.

6. **Title:** This is the employee's specific title. Substitutes will hear this when they are offered jobs over the phone.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

General Information (cont.)

Many fields on the General Information page are optional and may not be used by your district. Most fields can be reported on in Report Writer [See Chapter 14 for more information on Report Writer].



*Fields marked with an asterisk * are required when entering a new employee*

1. **PIN:** this number will be used in conjunction with the login id for the employee to log into Aesop. The PIN can be set to expire but this is not recommended. Click ***Change PIN*** to give the Employee a new PIN number.

2. **School:** the location where a substitute will be told to report. To select multiple schools, hold down the ***Ctrl key*** and click on the schools from the list (see page 17).

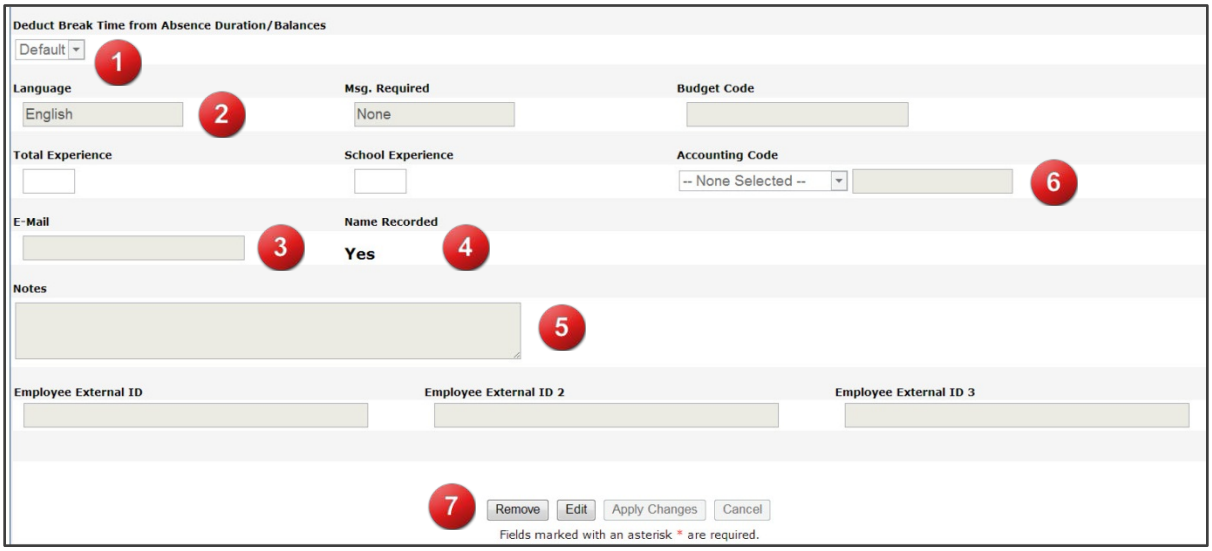
3. **Employee Times:** All times can be left blank, and Aesop will default to the school's times (full day, Half AM & Half PM).

4. **Pin Expired:** Check this box to force the Employee's PIN to automatically expire, requiring a PIN change, on a certain date.

5. **Room:** Enter the room that the Substitute will report to. We recommend entering "Main Office" in this field.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

General Information (cont.)

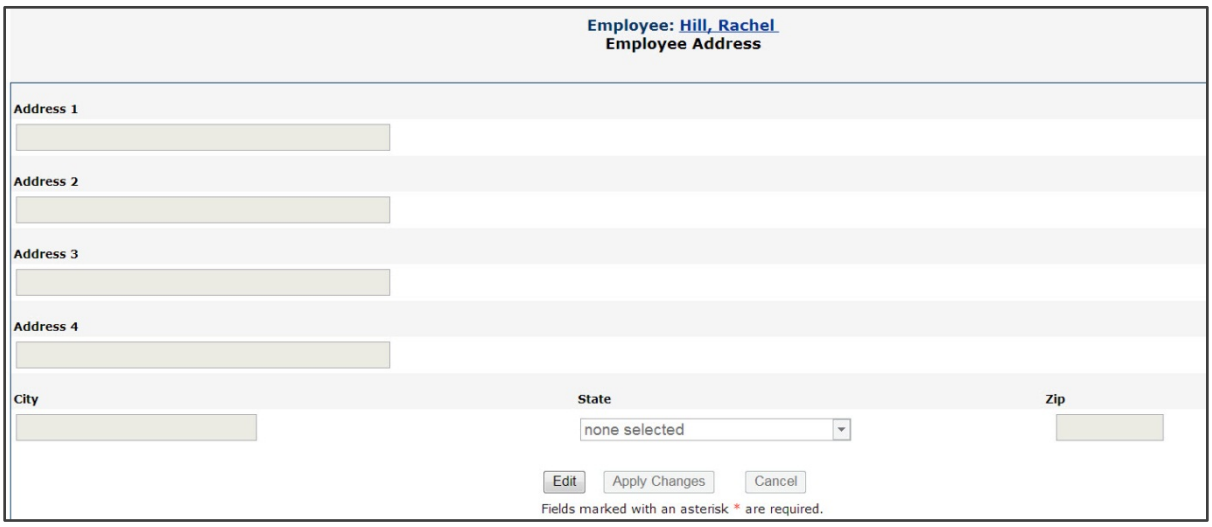


1. **Deduct Break Time:** Choose whether or not to automatically deduct a break time from this Employee.
2. **Language:** English, Spanish, or French can be chosen as the default language for the phone system.
3. **Email:** It is recommended that the employee's email address is put in so they can receive email notifications.
4. **Notes:** Use this field to add extra notes about this Employee.
5. **Name Recorded:** This informs you whether the Employee's name has been recorded by the system (or manually recorded).
6. **Accounting Code:** An accounting code can be assigned to the employee so the code will be attached to any absence they create [see chapter 16]
7. **Remove:** This deletes Employee from the database and removes all historical data.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Address

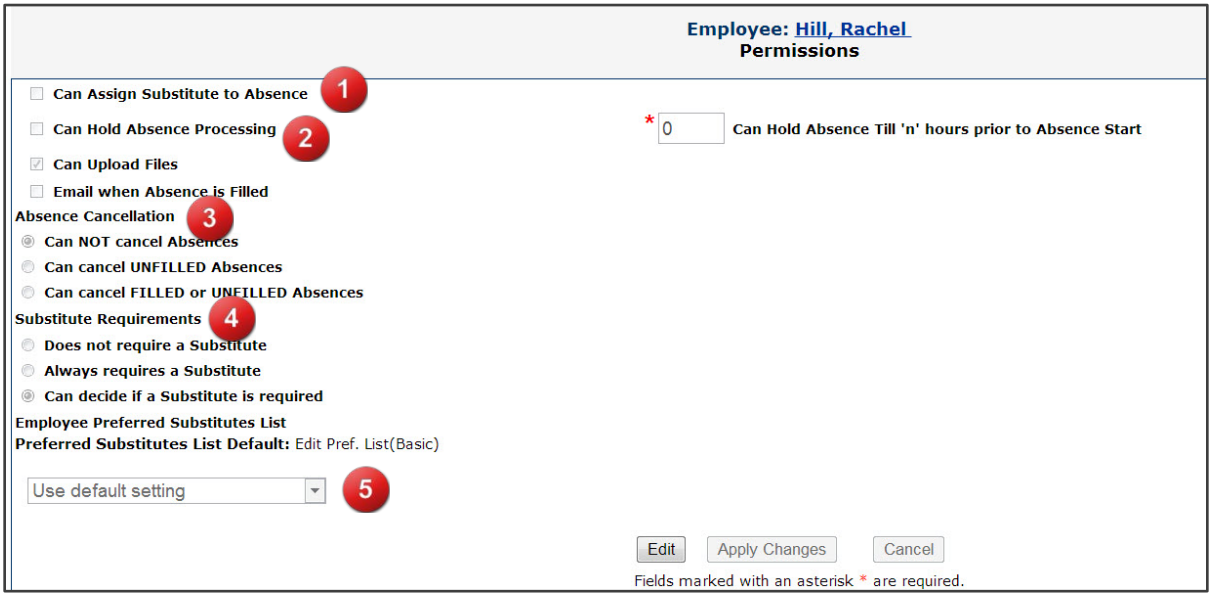
If you enter addresses, you can use Report Writer to pull the address information out of Aesop and into an Excel spreadsheet for mail merges.



January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Permissions

The Permissions section governs how an employee is permitted to interact with Aesop.



1. **Can Assign Substitute to Absence:** Allows the Employee to directly assign a sub of their choosing when they create an absence.

2. **Can Hold Absence Processing:** Alloys the Employee to put an absence on hold after they create it (not recommended).

3. **Absence Cancellation:** Choose if you want the employee to be able to cancel an absence once it is created. Cancel cutoff times can be set at the School's General information page.

4. **Substitute Requirements:** Does this employee require a substitute when they are absent? "Can decide" will allow the employee to choose if a sub is needed when they create the absence.

5. **Employee Preferred Substitutes List:** Choose what abilities you want the employee to have when setting up their preferred substitute list.

    - **Do Not Display Pref. List:** the employee will not be able to view or edit their preference list.
    - **Display Pref. List:** the employee will only see their preference list but will not be able to edit it.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

- **Edit Pref. List (Basic):** they will be able to view and edit who is on their preference list.
- **Edit Pref. List (Adv.):** they will be able to edit their preference list including visibility settings (not recommended.)
- **Edit Pref. List (Basic) No Exclude:** same abilities as the Basic setting but without the ability to exclude substitutes.
- **Edit Pref. List (Adv.) No Exclude:** same abilities as the Advanced setting but without the ability to exclude substitutes
- **Use Default Setting:** Set the employee to the default setting on the School's General Info Page

Skills

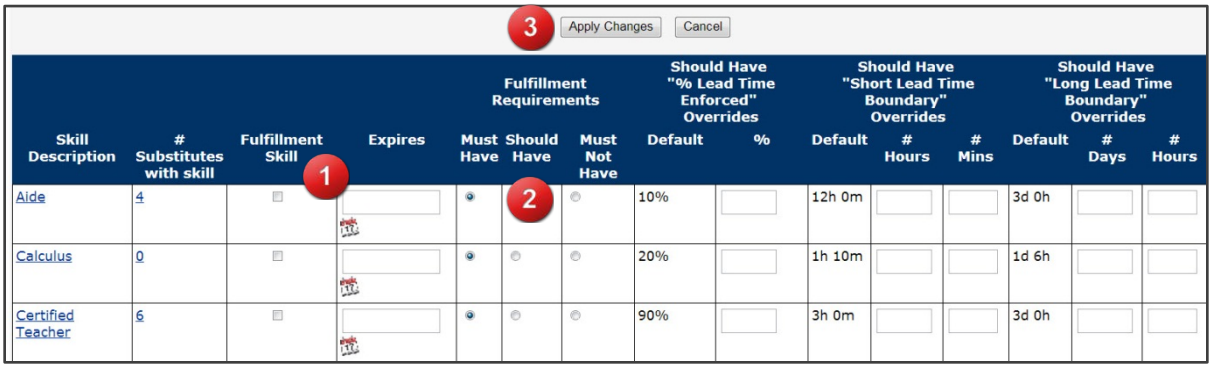
If you are using skill matching, assign the new employee the appropriate skill requirement(s). See the Skills section [Chapter 9] for more details.

Adding a new skill to an Employee

Begin by clicking the Add New Skills link under ***Configuration*** > ***Skills***.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Skills (cont.)



1. Next, check the "Fulfillment Skill" box for the skill you would like to assign to the employee.

2. Choose Must Have, Should Have, or Must Not Have for the new skill:

   - **Must Have:** Any substitute who wants to replace the employee absolutely must have the "skill" assigned to his/her record.
   - **Should Have:** The substitute who replaces the employee should have the "skill" on his/her record. This particular skill will expire at a point in time, allowing substitutes without the "Should Have" skill to see this employee's absences.
   - **Must Not Have:** Any substitute who wants to replace this employee must not have the "skill" assigned to his/her record. For instance, if you use skills of "male" and "female" for gender-specific positions, you may assign a "Must Not Have" skill of "Female" to a male employee, so that no substitutes with the "Female" skill will ever see this employee's absences.

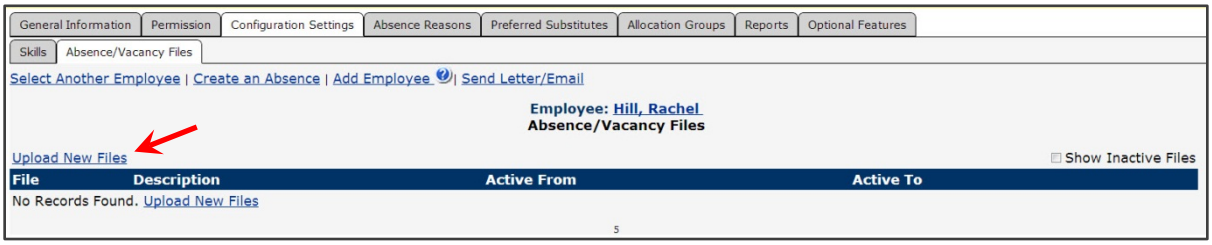
3. Click ***Apply Changes*** to save the changes.

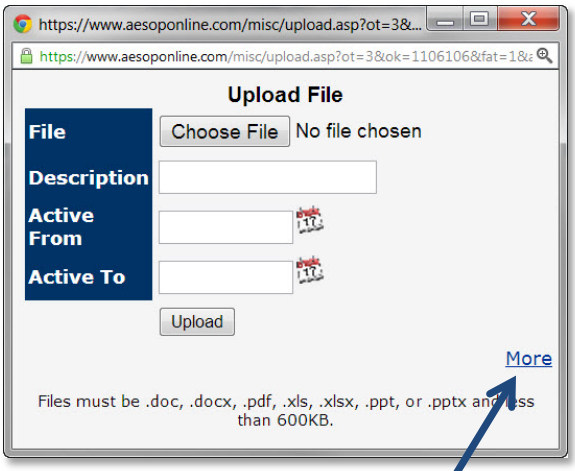
January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Absence / Vacancy Files

Files can be uploaded to an employee where the file/files will be attached to the employee's absences for the time period you designate.

To upload a new file, click the link Upload New Files.





Click ***Choose File*** to browser your computer for the file you want to upload.

Give the file a description.

Choose a date range for which you would like the file to be active.

Click ***Upload***.

Note: Word, PDF, and Excel documents may be uploaded.

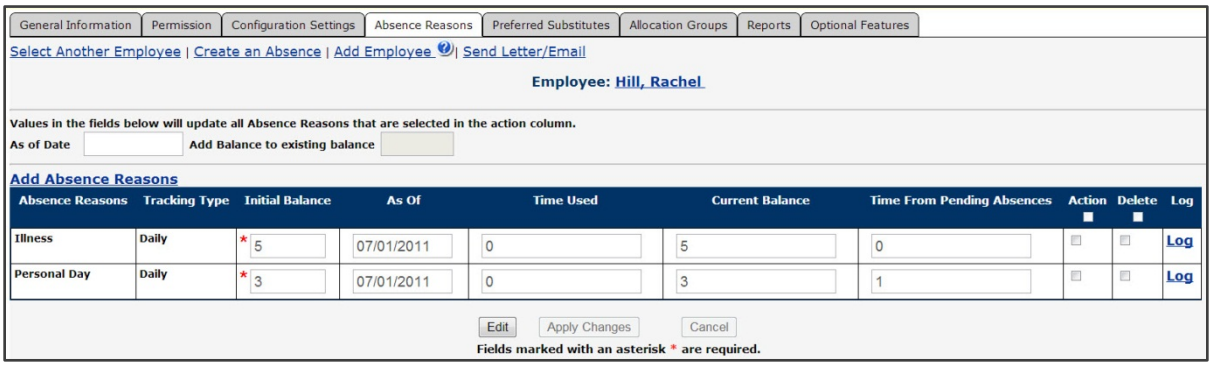
Tip: You can upload multiple documents at once by clicking the More link.

Once the document is uploaded it will be attached to all absences for this employee that fall within the date range chosen. The substitute will be able to view the document once they accept the job.

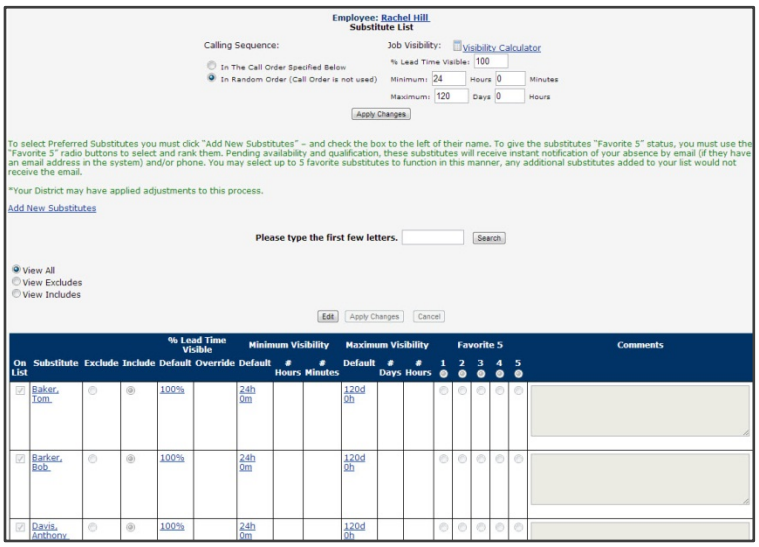
January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Absence Reasons

This page allows you to adjust an individual employee's absence reason(s). The initial balance and as of dates can be changed from here. Please refer to the School Settings section [Chapter 5] for specific instructions on how to add new absence reasons or modify existing reasons.



Preferred Substitutes



This list includes the preferred and excluded substitutes.

Note: See the chapter on preference lists for more details [Chapter 10].

Job Visibility

You can set a default for the list and override individual subs if necessary. This applies only to substitute's access to this school or schools/teachers grouped under this selected school.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

To add a new substitute:

1. Click the Add New Substitutes link
2. Click on the alphabet letter corresponding to the desired substitute's last name (or enter substitute's last name into the "Search" box and click ***Search***)
3. Click the "On List" box to select the substitute
4. Select either Exclude or Include
5. Enter days override settings if you wish to override the default visibility
6. Click the ***Apply Changes*** button to save*
7. Repeat Steps 2-6 for additional substitutes

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

Absence Approvers

When using the Absence Approval Feature [Chapter 12] you have the ability to assign multiple absence approvers who may approve/deny this employee's request. This is where you can view a list of who is set up to approve for this employee.

Employee: Hill, Rachel
Users allowed to Approve for this Employee

1 level of Approval Required

Level 1 Approvers

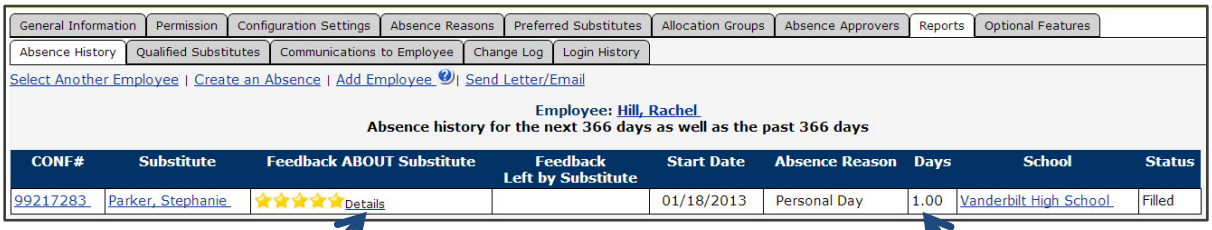
Name	Receives Email Notifications
Aaron Goins	No
Dean Winchester	No
Tara Markov	Yes

Absence History

The Absence History shows you all absences, as well as the absence reasons, from the past 366 days and scheduled for the next 366 days. If you have enabled Feedback, you can access any feedback by clicking the Details link.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Absence History (cont.)

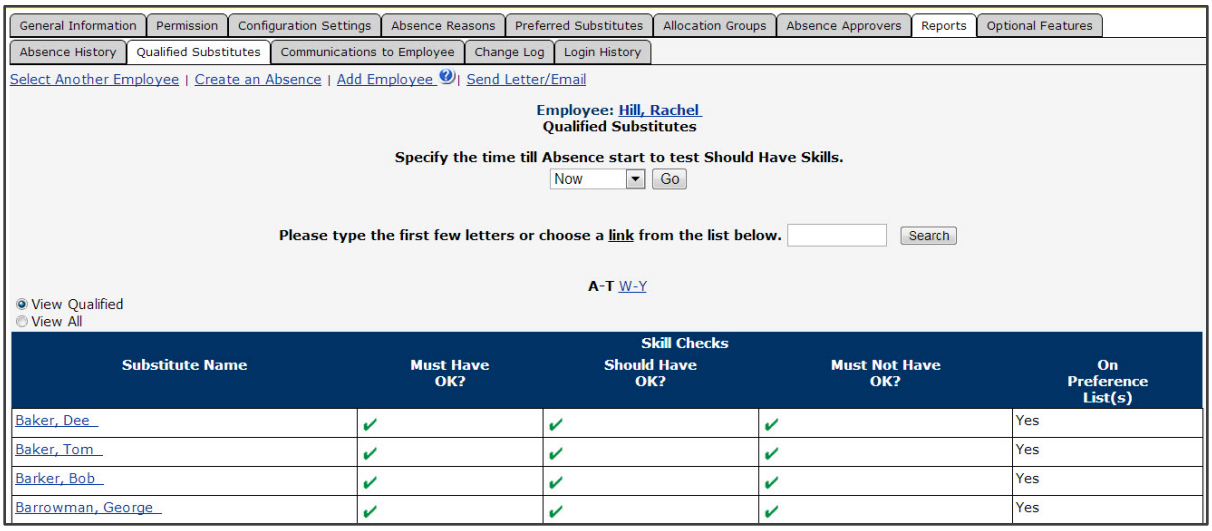


Tip: If you have enabled Feedback, you can access any feedback by clicking the Details link.

Note: Aesop will break the days down into percentages of days.

Qualified Substitutes

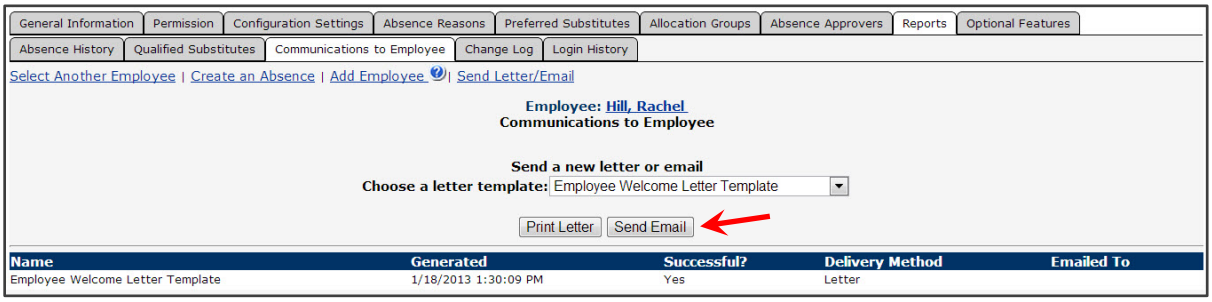
View all qualified substitutes for this employee. Aesop checks for substitutes with qualified skills. Aesop also allows you to see if the substitute is on the employee's Preferred Substitute List.



January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Communications to the Employee

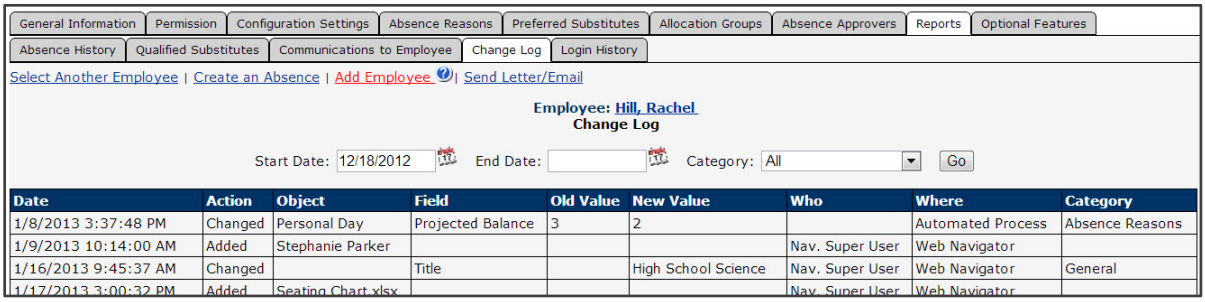
This page shows the history of the Letter Writer letters sent to this employee. Letter Writer letters can also be sent to this employee from this page.



Choose the letter template to use. Click the ***Send Email*** button.

Change Log

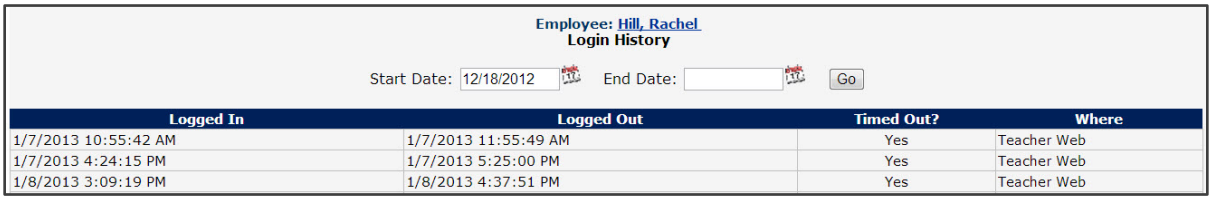
Details of changes made to the employee's record are recorded in the Change Log.



Date	Action	Object	Field	Old Value	New Value	Who	Where	Category
1/8/2013 3:37:48 PM	Changed	Personal Day	Projected Balance	3	2		Automated Process	Absence Reasons
1/9/2013 10:14:00 AM	Added	Stephanie Parker				Nav. Super User	Web Navigator	
1/16/2013 9:45:37 AM	Changed		Title		High School Science	Nav. Super User	Web Navigator	General
1/17/2013 3:00:32 PM	Added	Seating Chart.xlsx				Nav. Super User	Web Navigator	

Login History

Aesop records every time the employee logs into Aesop on the web or over the phone.



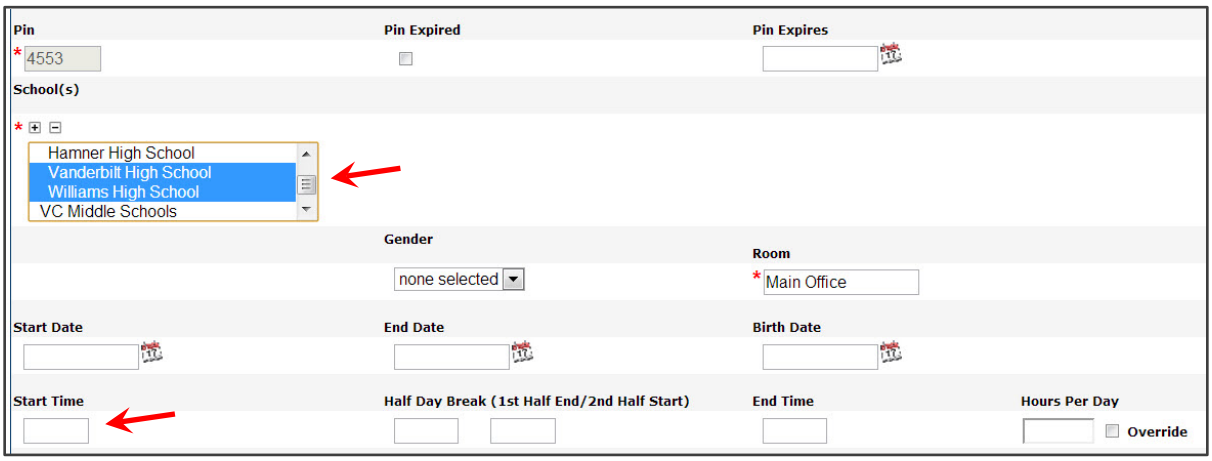
Logged In	Logged Out	Timed Out?	Where
1/7/2013 10:55:42 AM	1/7/2013 11:55:49 AM	Yes	Teacher Web
1/7/2013 4:24:15 PM	1/7/2013 5:25:00 PM	Yes	Teacher Web
1/8/2013 3:09:19 PM	1/8/2013 4:37:51 PM	Yes	Teacher Web

FRONTLINE TECHNOLOGIES
January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Adding an Itinerate Employee

An itinerant employee is an employee who can work at more than one location. You can select multiple schools on the employee's General Information screen by holding down the ***Ctrl key*** as you click.

In the example below, the person entering the information clicked on Vanderbilt High School; then while holding down the ***Ctrl key*** on the keyboard, clicked on Williams High School. As a result, they're both highlighted. You can select as many schools as you need this way.



For most employees, you can leave the Start/Half Day Break/End Times blank if you want the school's defaults to apply. However, for an itinerant employee, more than one school's default times apply. You must define these times for itinerant employees. The times you set will determine the following types of absences:

- **Full Day:** From Start Time to End Time
- **Half Day AM:** From Start Time to the first Half Day Break Time
- **Half Day PM:** From the second Half Day Break time to the End Time

If the predefined Full/Half Day Times will not work for an itinerant employee's absence, he/she can customize the absence to reflect accurate information. Once an absence is created for an itinerant employee, the substitute will know exactly where to be and at what times, and the principals will know about the absence without having to check a special report – it will be on the same reports as their other employees.

Creating an Absence for an Itinerate Employee

Refer to the Absence Data section [Chapter 8] to see how an absence is created for an itinerate employee.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Substitute Settings

FRONTLINE™ TECHNOLOGIES

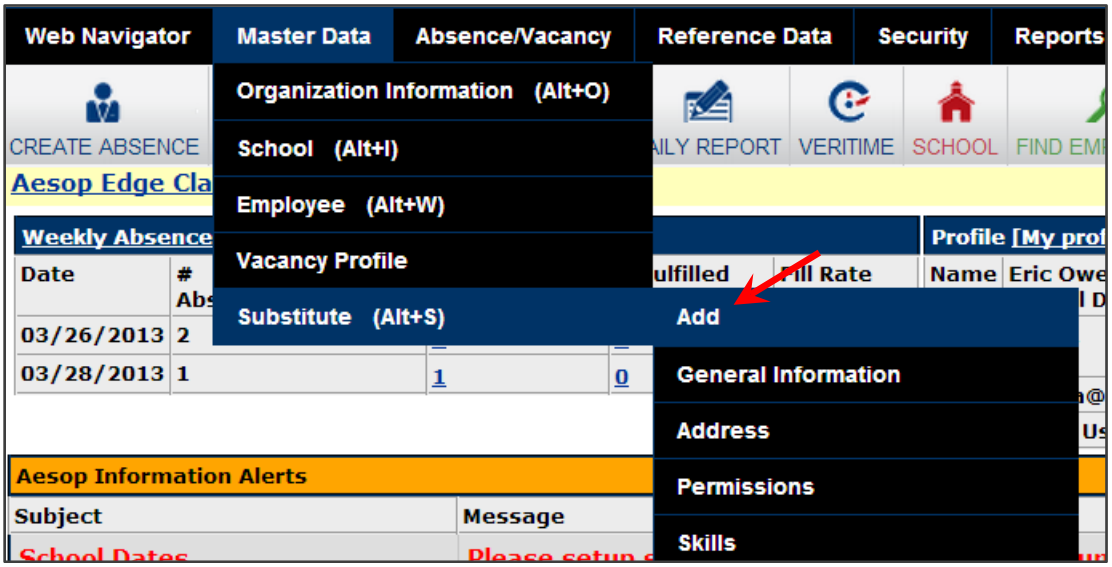
March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Substitute Settings Overview

The Substitute settings enable you to add new substitutes or modify existing ones. You can also control which schools they are allowed to view jobs from, and you can quickly access Fulfillment History and Performance reports.

Adding a Substitute

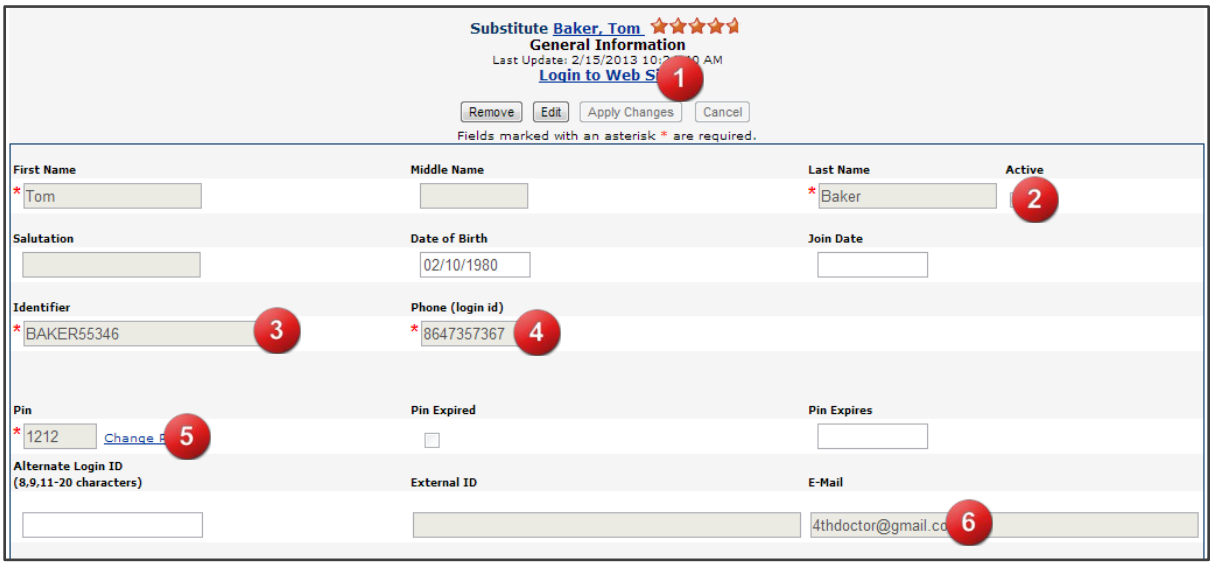
From the Main Menu Bar select ***Master Data > Substitute > Add***. Then fill in the General Information for the new substitute.



March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

General Information Page

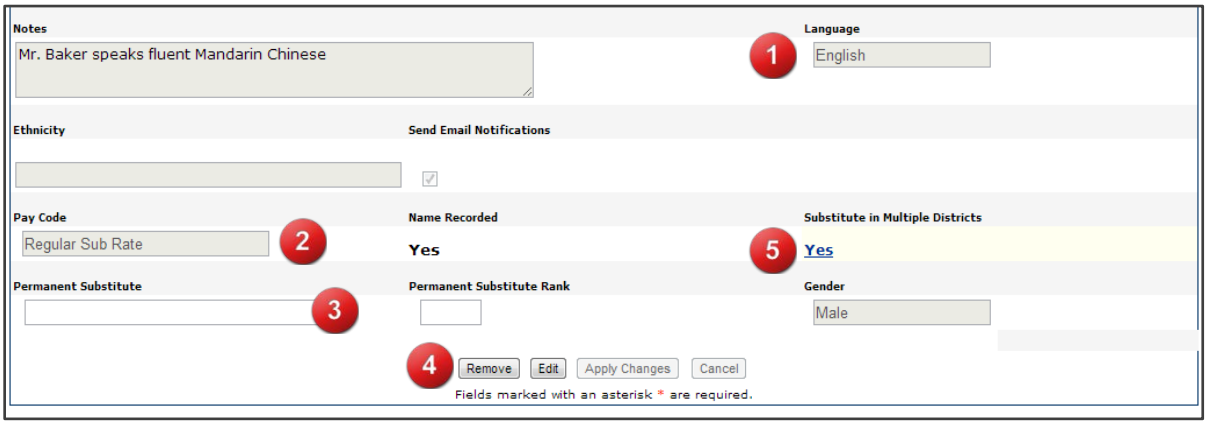
Each substitute has a general information page that holds information such as the sub's Identifier, PIN, active status, email, and more.



1. **Login to Web Site:** Clicking this link will log you directly into this substitute's web site. Note: this will also log you out of your Web Navigator session.
2. **Active:** marking the substitute as inactive keeps the data for record-keeping, but stops interaction with Aesop.
3. **Identifier:** The identifier is a unique designation that is given to all substitutes. It can be alpha-numeric and up to 30 characters.
4. **Phone (Login ID):** by default Aesop uses the phone as the login ID.
5. **PIN:** this number will be used in conjunction with the login id for the substitute to login to Aesop. The PIN can be set to expire but this is not recommended.
6. **E-mail:** It is recommended that substitute email addresses are put in so they can receive email notifications.

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

General Information Page (Continued)



1. **Language:** Here you can change the Substitute's language is Aesop.
2. **Pay Code:** a pay code can be assigned to this substitute so the code will be attached to any absence they accept.
3. **Permanent Substitute:** if this substitute is a Permanent Substitute you can choose which school and rank them here.
4. **Remove:** deletes substitute from the database and removes all historical data.
5. **Substitute in Multiple Districts:** Does this particular substitute work in other Aesop districts?

Finishing the Task

Immediately after clicking on Apply Changes, check the Address, Permissions, Skills, and Preferred Substitutes Lists tabs to ensure this person is set up exactly as you need.

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Address

If you enter addresses, you can use Report Writer to pull the address information out of Aesop and into an Excel spreadsheet for mail merges.

Resume & Photo

You can store resumes and photos of the substitutes in Aesop. They can also be uploaded by the substitutes if you allow.

Permissions

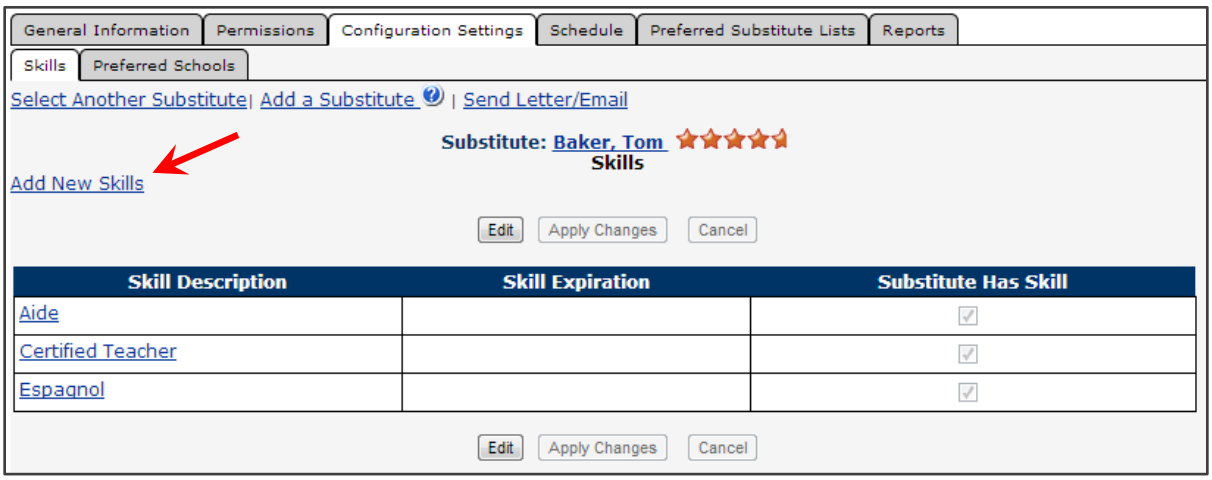
This section governs how a substitute is permitted to interact with Aesop.

- Allows them to Search for jobs
- Allows a sub to Cancel an accepted job
- Allows a substitute to choose which schools they prefer to work at

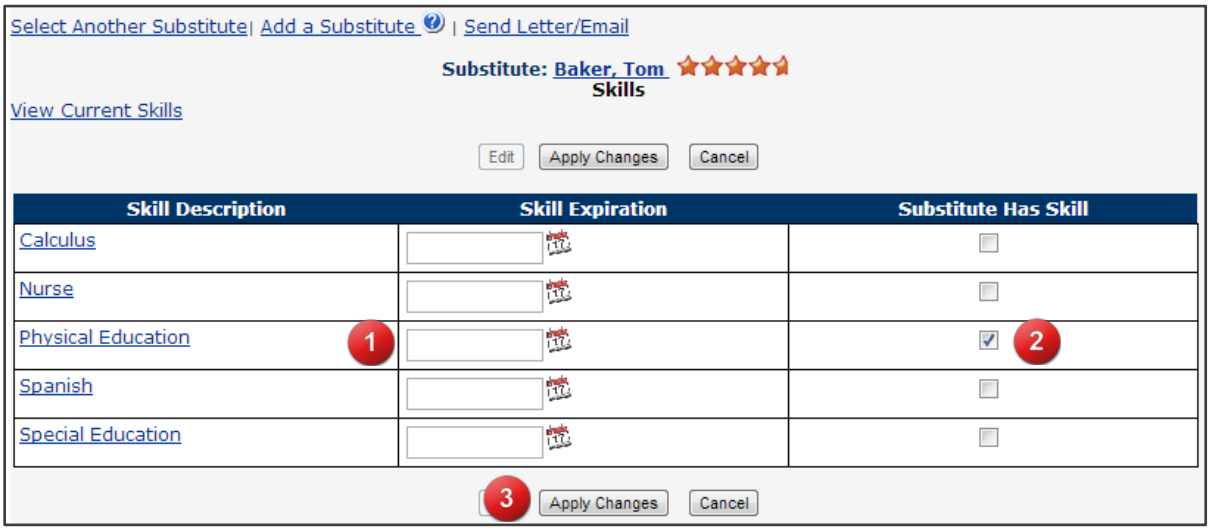
March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Skills

If you are using skill matching, assign the new substitutes the appropriate skill requirement(s). See the Skills section [Chapter 9] for details.



To add a new skill to a substitute, click the Add New Skills link.

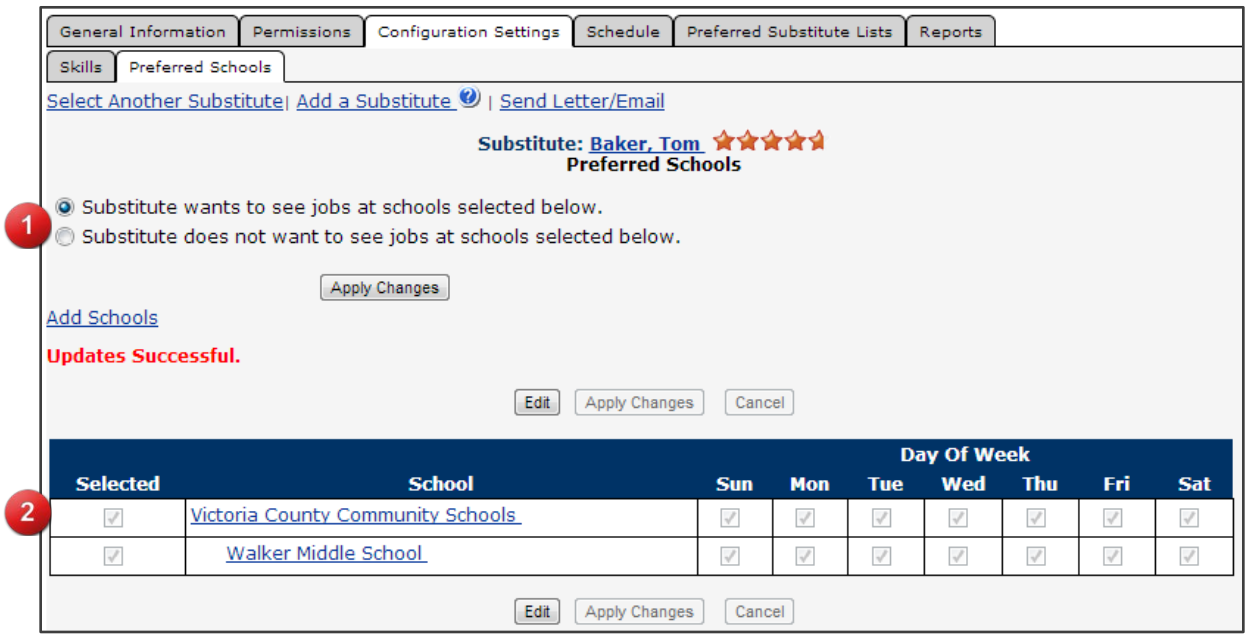


1. Enter the date you would like this skill to expire. If you leave the date blank the skill will be assigned to the sub indefinitely.
2. Check the box for the skill(s) you would like to assign to this substitute.
3. Click ***Apply Changes*** to save the changes.

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

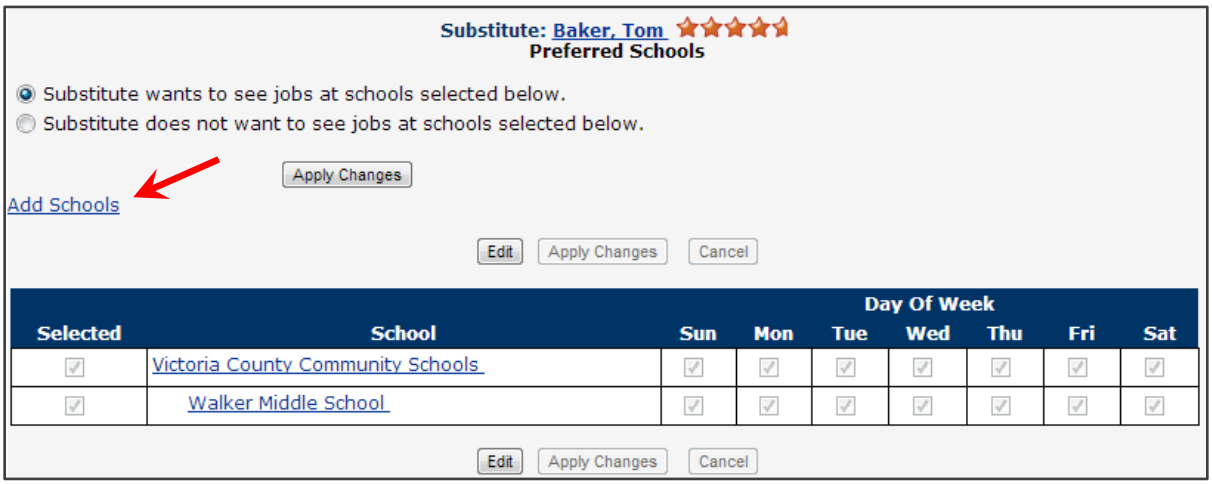
Preferred Schools

Aesop allows your substitutes to pick and choose the schools where they are willing to work. There are two major sections to this feature:

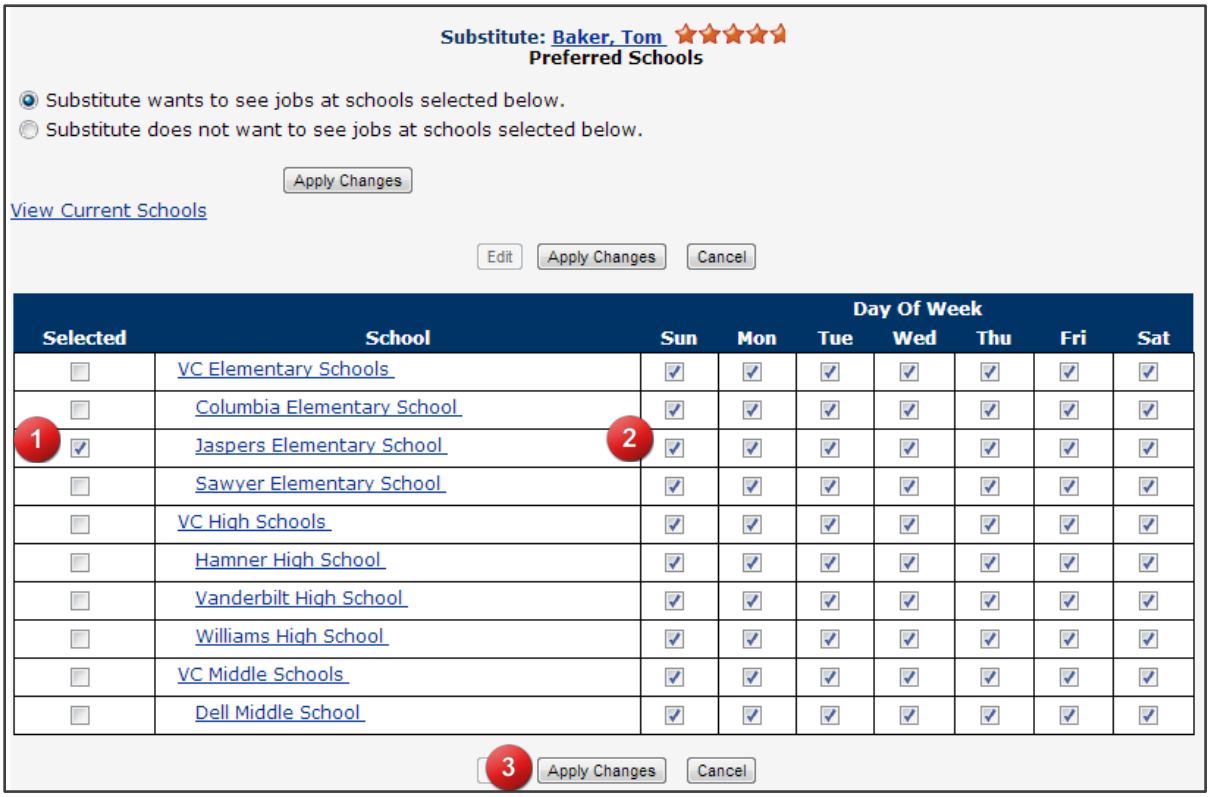


1. **Header:** tells Aesop how to view the list
2. **Details:** tells Aesop the specific school(s)

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



To add a new school to the substitute, click the Add Schools link.



1. Click the "Selected" box to the left of the school(s) you wish to select
2. Click the "Day(s) of Week" that this applies (optional)
3. Click Apply Changes to save*

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

You must tell Aesop Where to allow the sub to go!

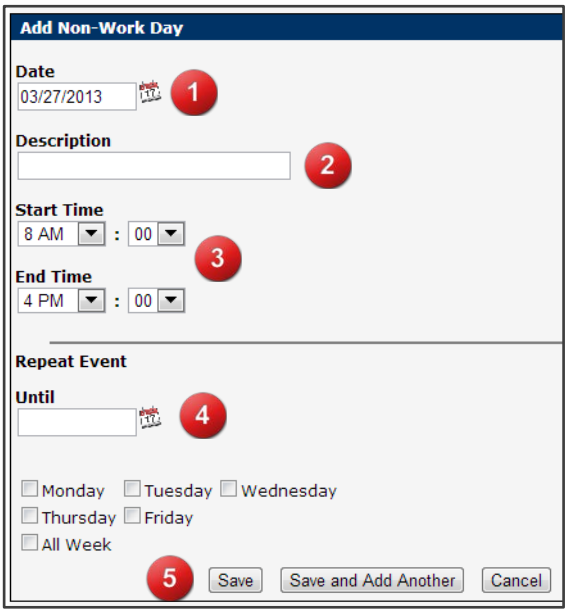
Substitutes only have access to the school where you place them, as well as to any school grouped under the list where you place them. This access is under the Preferred Substitute Lists > Schools tab [page 7-6] for each substitute. The Preferred Schools page is subject to your other settings.

Non-Work Day

Non-Work days can be created for Substitutes indicating their unavailability. The Substitute can create them as well.

To add a Non-Work Day to the sub's profile, click the Add Non-Work Day link.

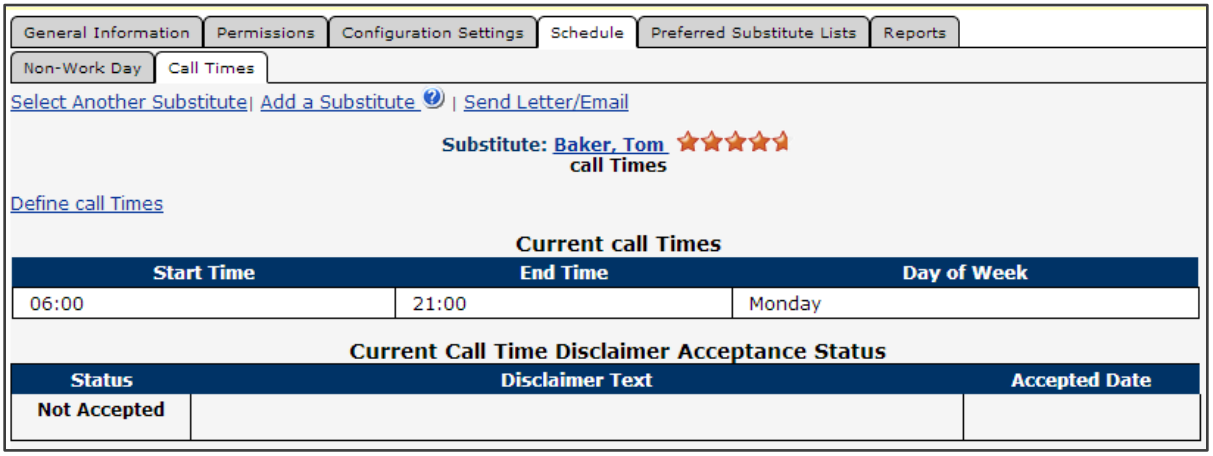
1. Enter the Date.
2. Enter a Description (optional) Adjust the start and end times (if necessary).
3. If you need to repeat the event, change the Repeat Event "Until" Date.
4. Select either the specific day(s) or select All Week.
5. Click ***Save***.



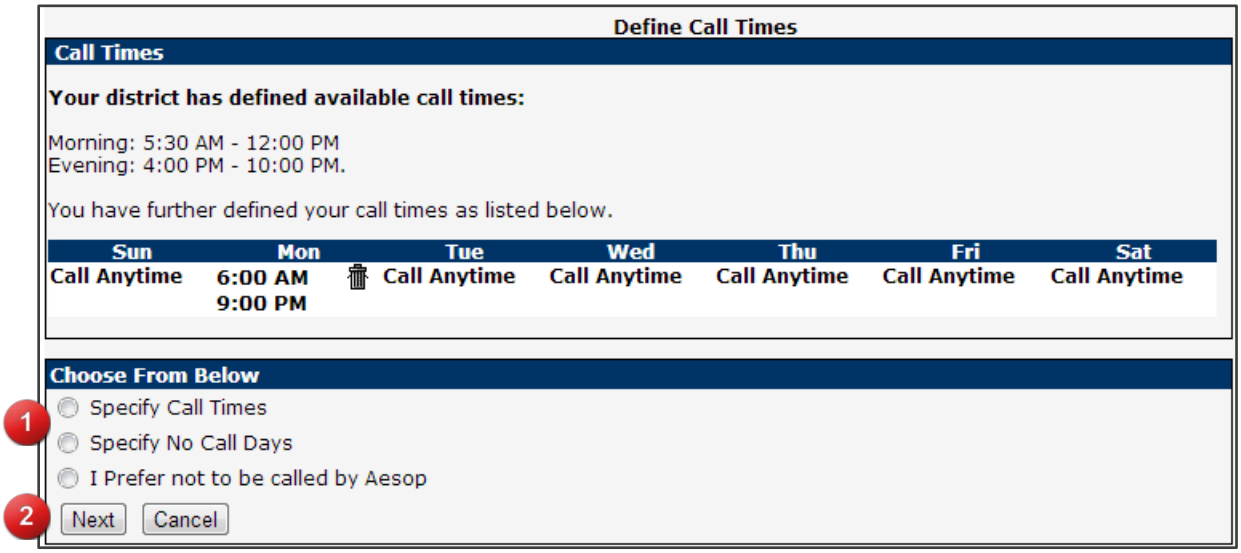
March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Call Times

Substitutes can adjust the times Aesop calls.

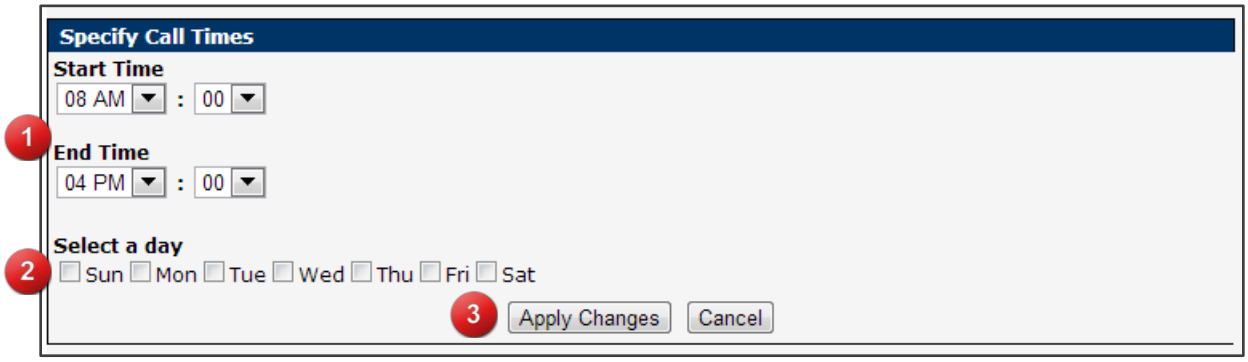


To adjust a sub's call times, click the Define call Times link.



1. Select either: Specify Call Times, Specify No Call Days, or I Prefer not to be called.
2. Click the Next button

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. Adjust the start and end times.
2. Select the days that the sub may be called.
3. Click ***Apply Changes*** to save.

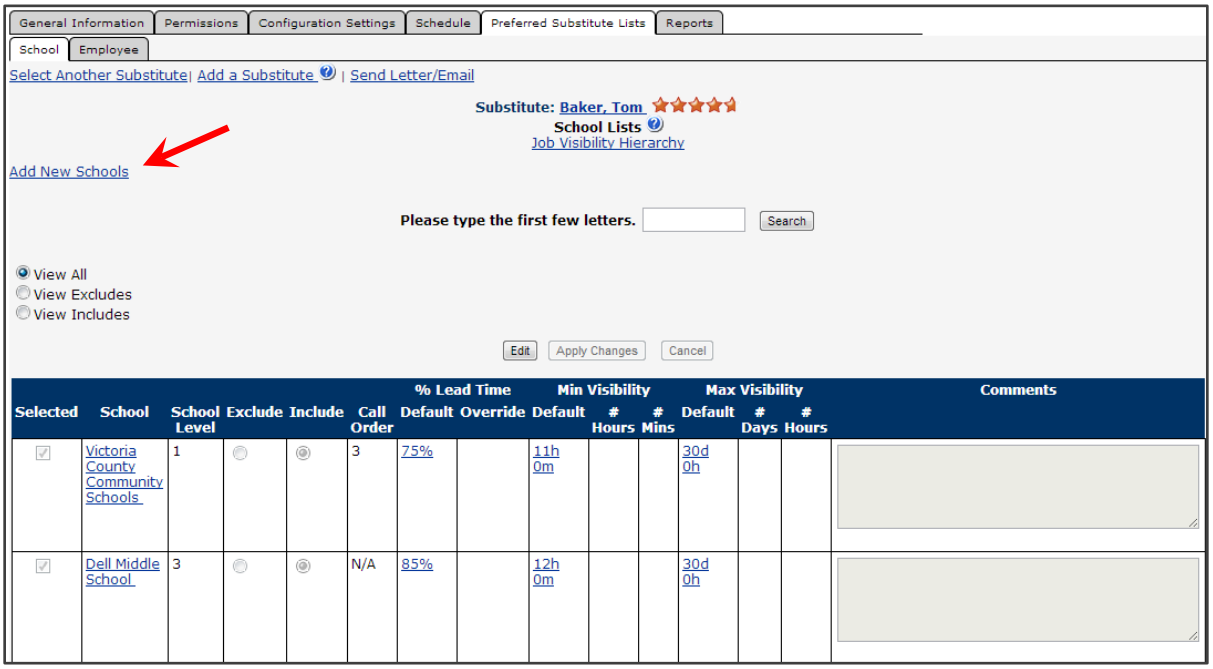
Something to note:

If you selected "I prefer not to be called by Aesop," there is no Apply Changes button. You are finished after clicking ***Next***. This setting applies only to Aesop calling the substitute. Substitutes can still logon proactively via the phone or Web.

Preferred Substitute List (School)

Give the substitute access to look for jobs. Select the "School" tab under the Preferred Substitute Lists tab. **School Level: 1** setting will suffice for most districts. On this level, a substitute is eligible to view jobs from the entire district.

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



Adding a new school to the Preferred Substitute List:

1. Click the Add New Schools link
2. Click the "Selected" box to select the school
3. Click the ***Apply Changes*** button to save

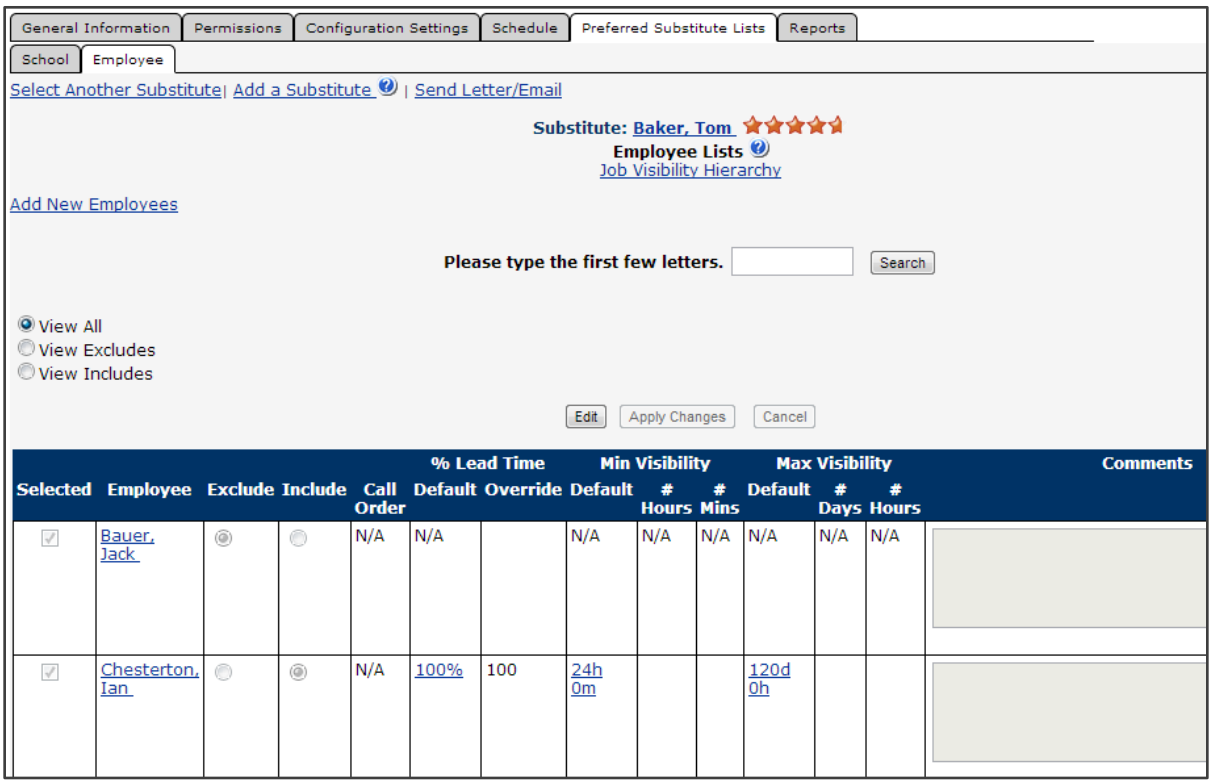
See the chapter on preference lists for more details.

Forgetting this step will prevent the substitute from looking for jobs and his or her name will not appear on the Assign Substitute screen.

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Preferred Substitute List (Employee)

This list shows all the employees who have chosen this individual as a preferred substitute. This substitute will be called first for all jobs registered for these employees.



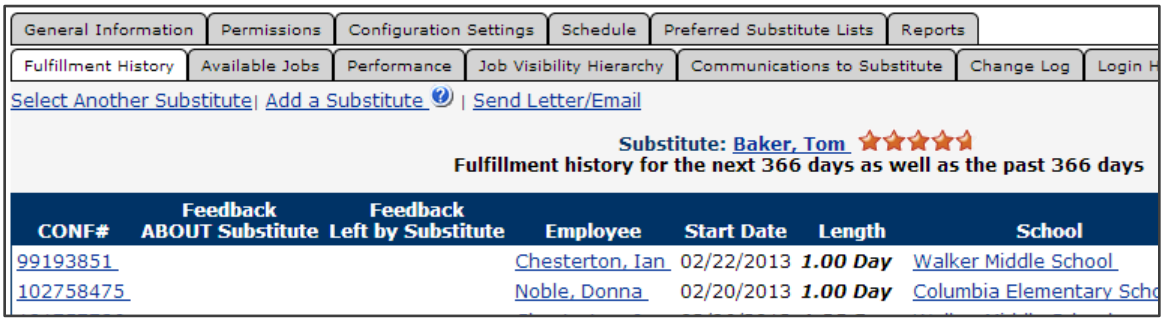
Adding a new employee to the Preferred Substitute List:

1. Click the Add New Employees link.
2. Search for the employee.
3. Click the "Selected" box to select the employee(s).
4. Click the ***Apply Changes*** button to save

See the chapter on preference lists for more details.

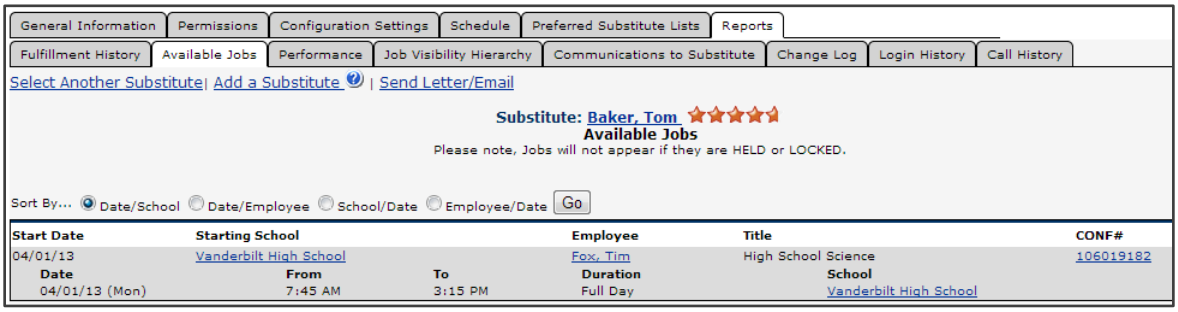
March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Fulfillment History



The Fulfillment History shows you all jobs worked for the past 366 days as well as jobs scheduled 366 days in the future. You can view feedback by clicking the Details link. Check the Days column to see if this absence is a one day absence or a multiple day absence.

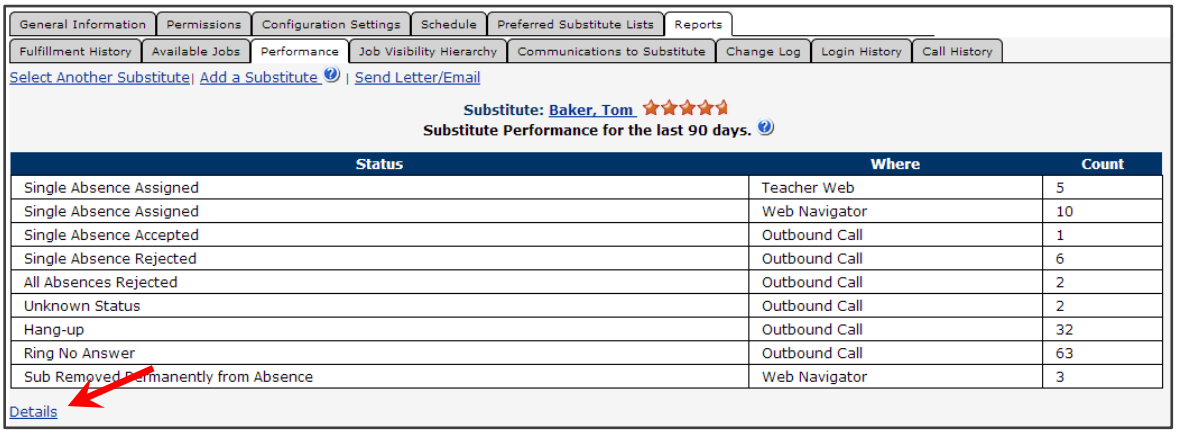
Available Jobs



The Available Jobs report shows you all jobs this substitute is able to accept. This is the same information the substitute would see on their Web site or hear on the phone.

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Performance



Status	Where	Count
Single Absence Assigned	Teacher Web	5
Single Absence Assigned	Web Navigator	10
Single Absence Accepted	Outbound Call	1
Single Absence Rejected	Outbound Call	6
All Absences Rejected	Outbound Call	2
Unknown Status	Outbound Call	2
Hang-up	Outbound Call	32
Ring No Answer	Outbound Call	63
Sub Removed Permanently from Absence	Web Navigator	3

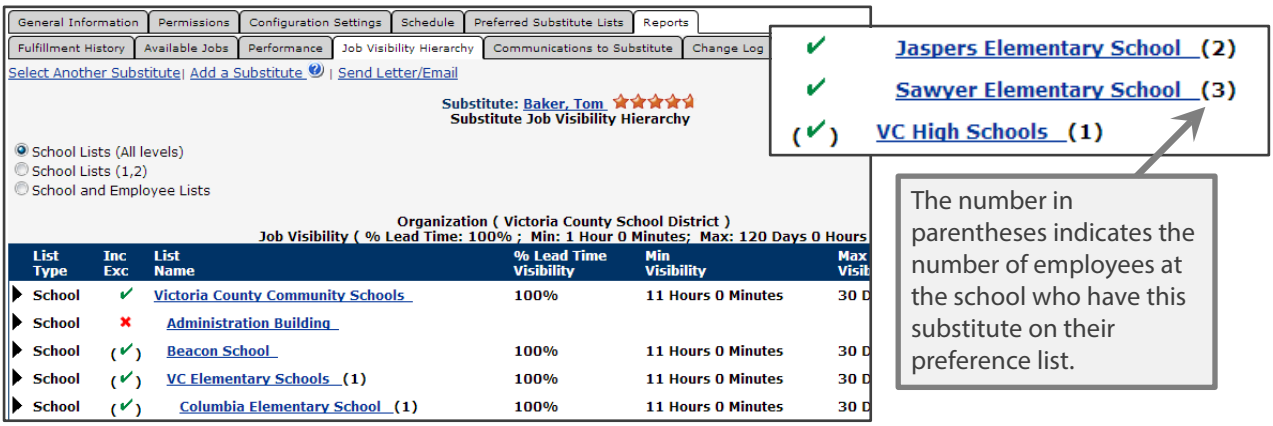
The Performance report shows how the substitute has interacted with Aesop the last 90 days.

To view the report in more detail, click the Details link.

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Job Visibility Hierarchy

Job Visibility Hierarchy shows if the substitute is able to view jobs from the particular school.



The green checkmark (✔) indicates the sub is on the school's preference list and they are able to view jobs.

The red X (✖) indicates the sub is not on the school's preference list or they have been excluded at this school and they are not able to view jobs.

If a symbol is in parentheses, the substitute's settings for that school are derived from the parent level, and the substitute is not actually listed on that list.

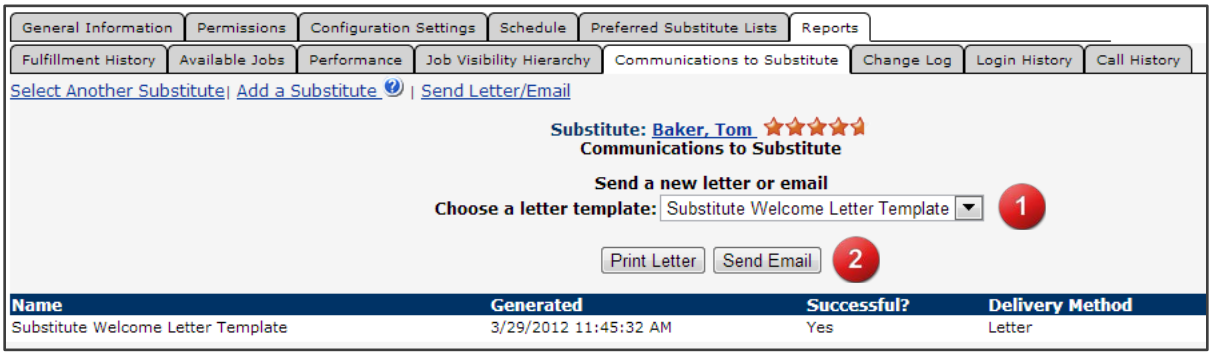
You have 3 view options:

1. School Lists (All Levels)
2. School Lists (Levels 1,2)
3. School and Employee Lists

Communications to Substitute

The history of the Letter Writer letters sent to this substitute can be found here. Letter Writer letters can also be sent to the substitute from this page.

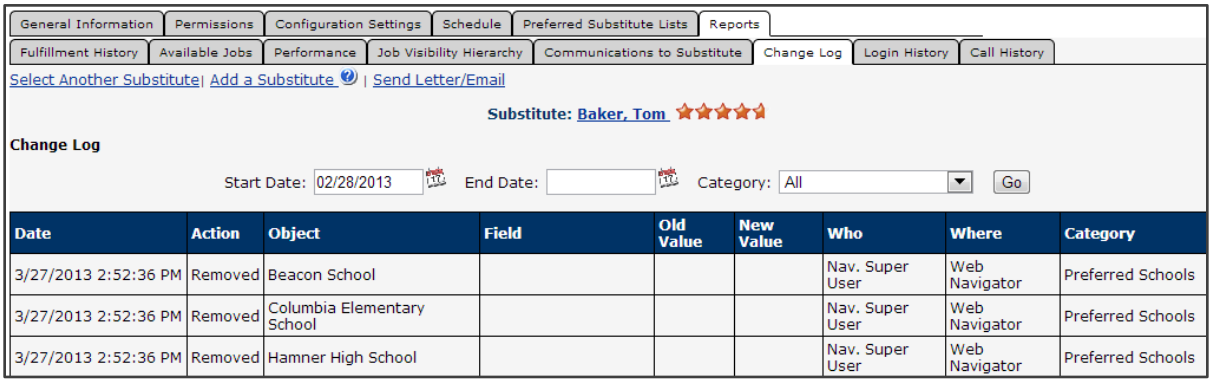
March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



To send a letter from the Communications to Substitute page:

1. Choose the letter template you would like to use.
2. Click the ***Send Email*** button.

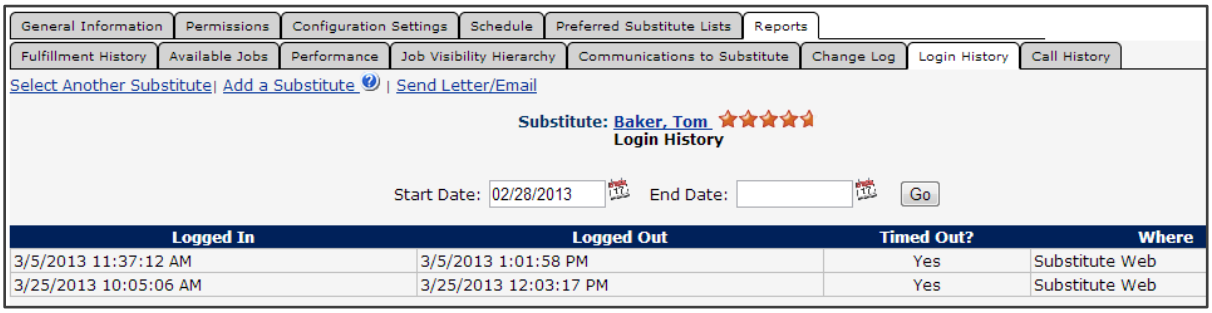
Change Log



Details of changes made to the substitute's record are recorded in the Change Log.

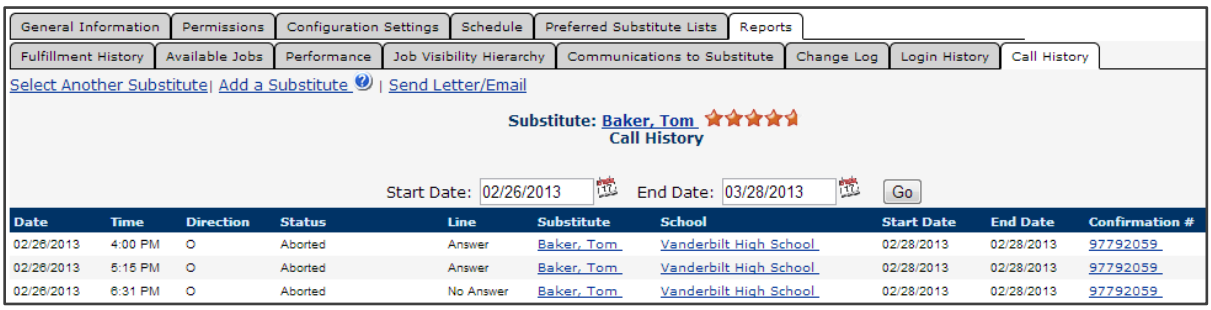
March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Login History



Aesop records every time the substitute logs into Aesop on the web or over the phone.

Call History



View all outbound phone calls from Aesop to the substitute, as well as all inbound phone calls to Aesop from the substitute. This report also displays the details of these calls.

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Absence Data

FRONTLINE™ TECHNOLOGIES

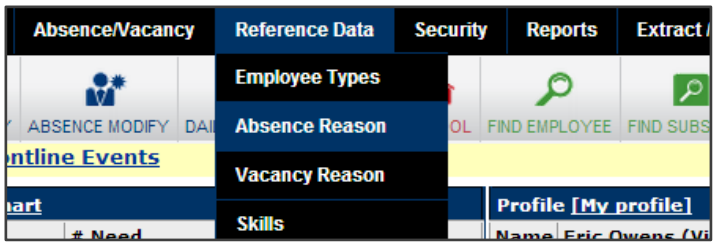
April - ©2013 Frontline Technologies, Inc.

Confidential - Information in this document should not be distributed unless explicitly authorized.

Absence Data Overview

The Absence Data settings enable you to add new absence reasons or modify existing ones. You have the ability to create absences, modify absences and assign substitutes.

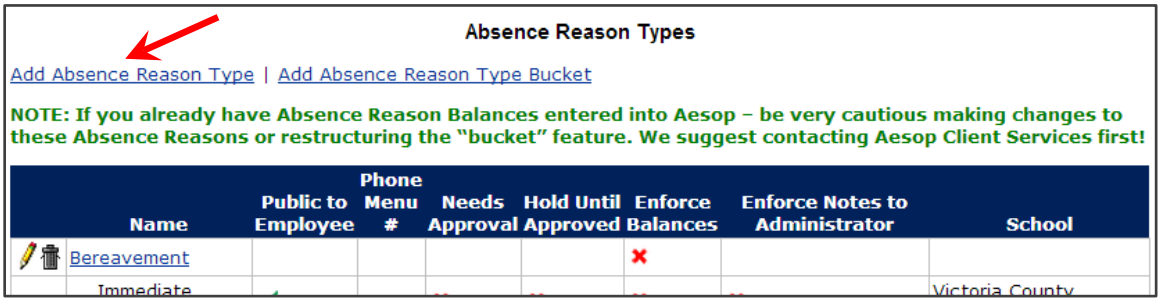
Absence Reasons



From the menu bar at the top of the web navigator site, select ***Reference Data > Absence Reason***.

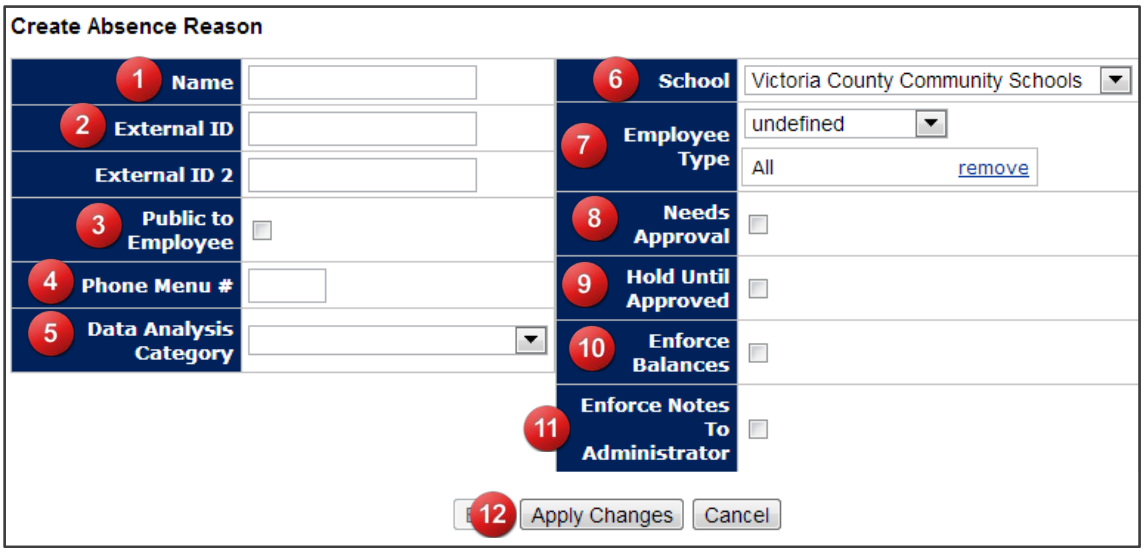
Creating an Absence Reason

When employees register absences, they choose from a list you define.



Add an absence reason by clicking the Add Absence Reason Type link.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

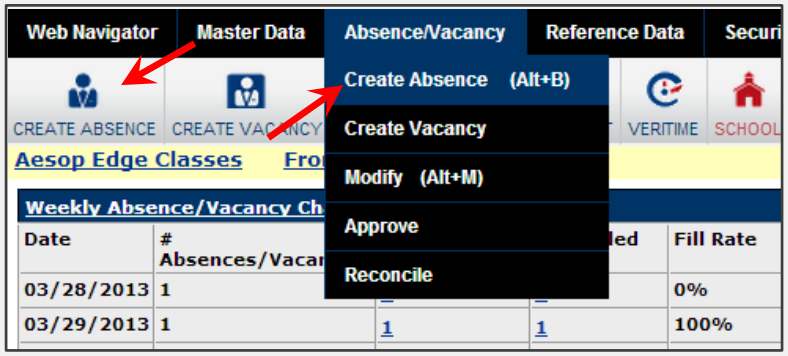


1. **Name:** Enter the Absence Reason name.
2. **External ID:** This ID will be used for data imports.
3. **Public to Employee:** Check this to make this absence reason visible to employees.
4. **Phone Menu #:** Choose in what order this absence reason will be heard on the phone system.
5. **Data Analysis Category:** Choose which category best matches your absence reason.
6. **School:** Designate the School Level. Do you want this absence reason available to all schools or just a specific school?
7. **Employee Type:** Select which employee type/types you want this absence reason to be available to.
8. **Needs Approval:** Check this box if this absence reason will require approval.
9. **Hold Until Approved:** Check this box if you want Aesop to hold absences of this reason until they are approved.
10. **Enforce Balances:** To prevent employees from entering absences once their balance is exhausted.
11. **Enforce Notes to Administrator:** Make the "Notes to Administrator" field a required field.
12. Click ***Apply Changes*** to save the Absence Reason.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

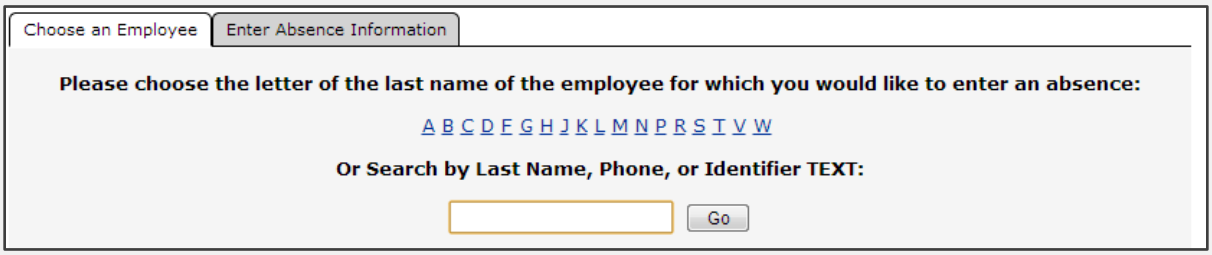
Creating an Absence

There are various ways to enter an Absence for an Employee. Start by choosing the employee:

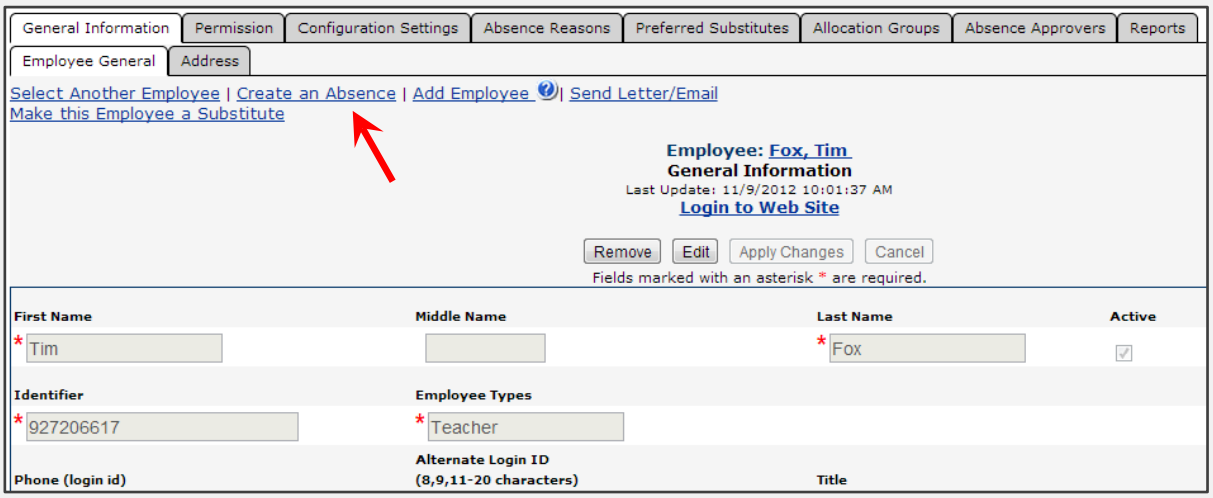


1. Hover over "Absence/Vacancy" in the black menu bar at the top of the site and choose "Create Absence."
2. Click the "Create Absence" button at the top left of the Web Navigator website.

Now, select the employee that you are creating the absence for.



OR

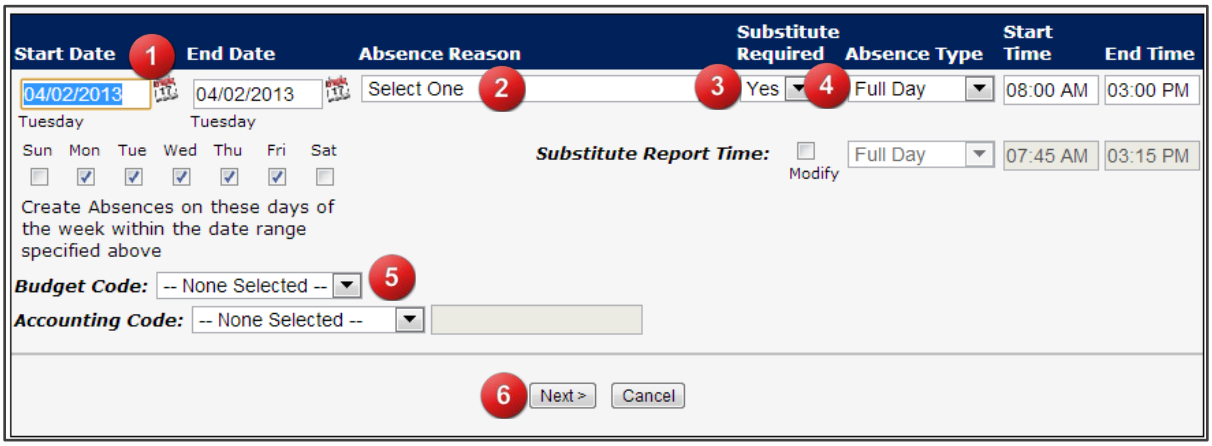


From the employee's profile click on the Create an Absence link.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

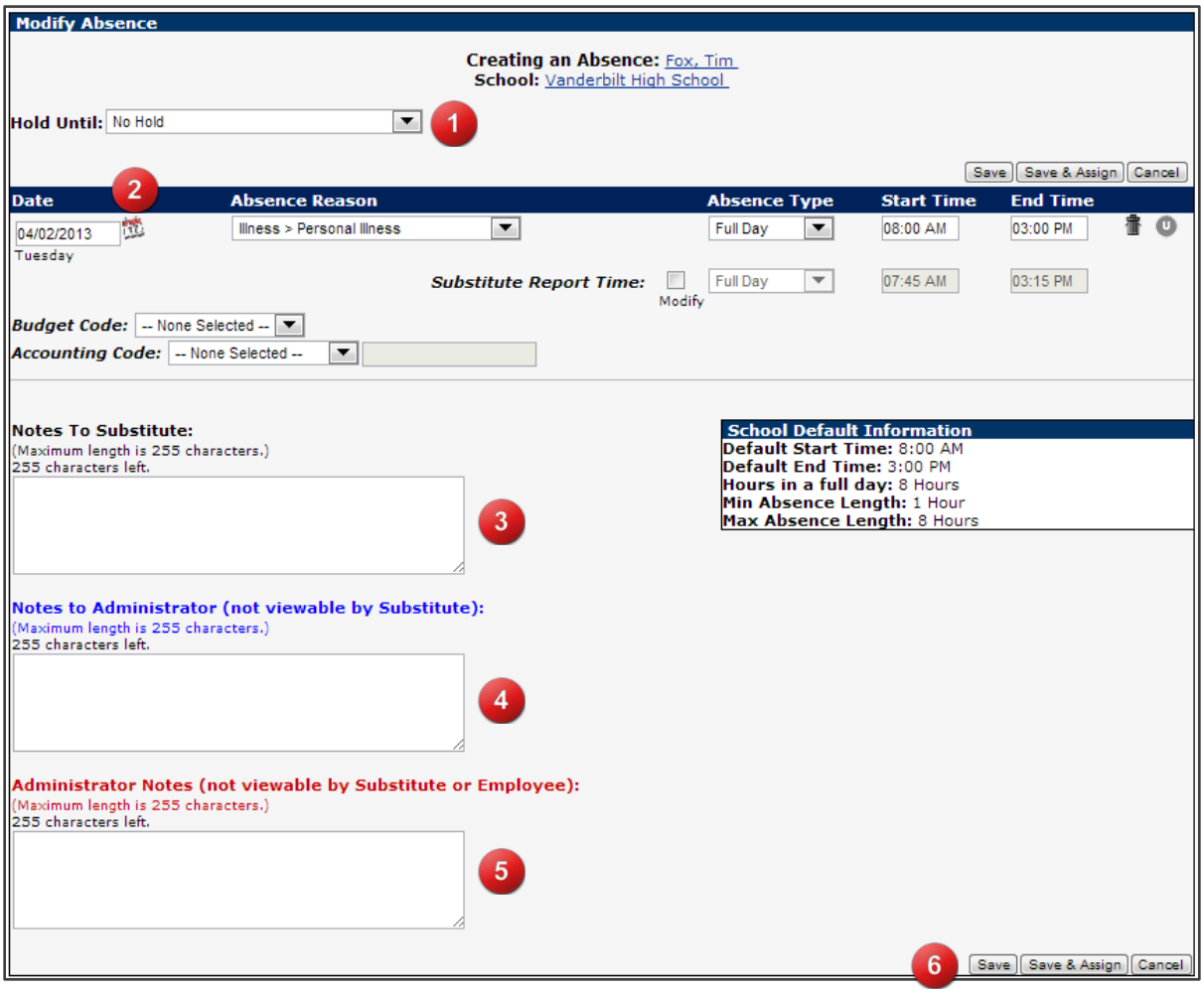
Important Note: Do not press the BACK button while creating an absence – Click the Cancel button to get out of the process.

Next, enter the absence information.



1. Enter the Start and End Dates of the absence.
2. Choose the Absence Reason type.
3. Choose if a substitute is required for this absence.
4. Choose the Absence Type (Full Day, Half Day AM, Half Day PM, or custom times).
5. Select a Budget Code or Accounting Code for the absence (if applicable).
6. Click the ***Next*** button.

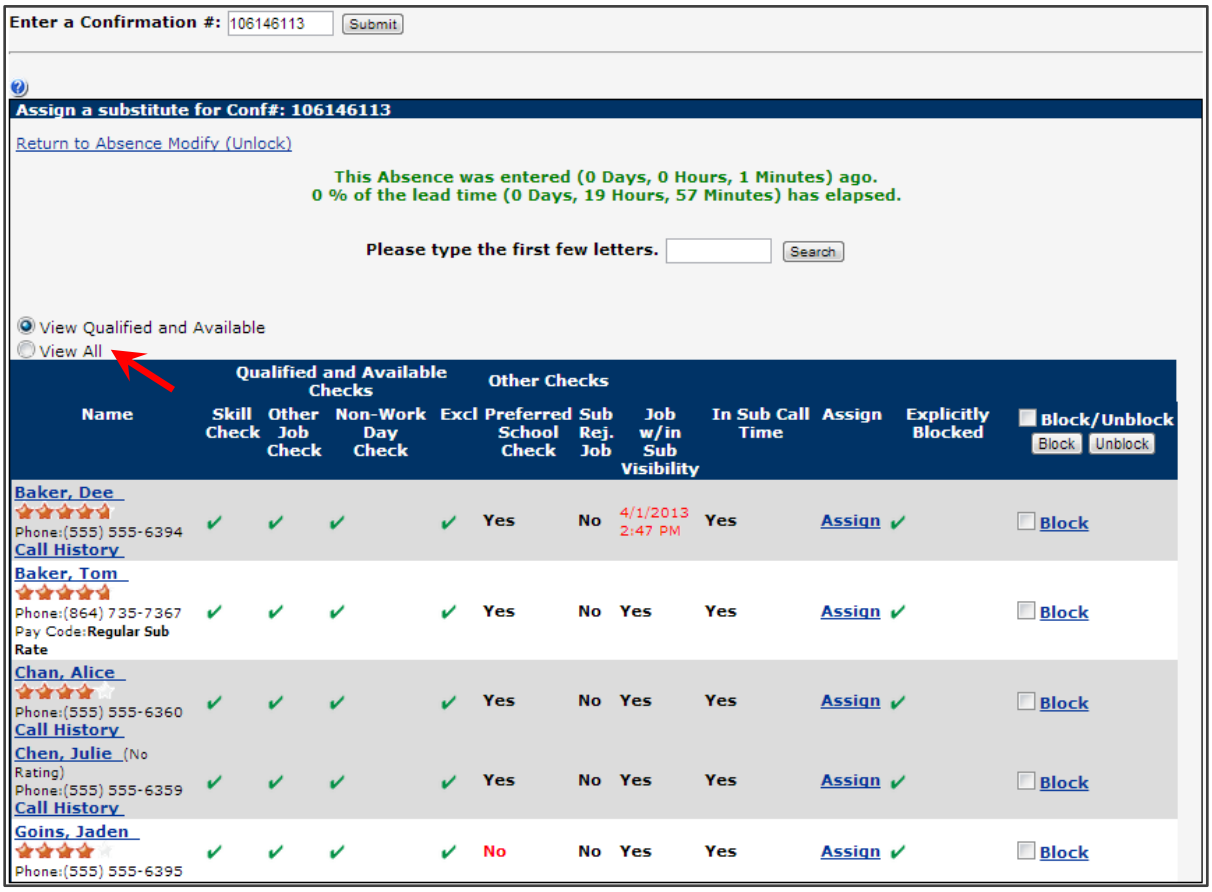
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. Review "Hold Until" option.
2. Verify absence information.
3. **Notes to Substitute:** notes for the substitute from the employee.
4. **Notes to Administrator**: notes viewable only by the principle from the employee.
5. **Administrator's Notes:** private notes from the administrator regarding this absence.
6. Finalize the absence
   - **Save:** Aesop will automatically find the substitute
   - **Save & Assign:** You will assign a sub with whom you have pre-arranged absence.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

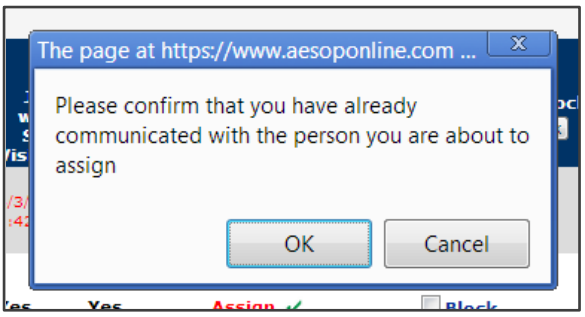
If you choose to Save & Assign the absence, you will now need to choose a sub to assign to the absence.



Find the substitute you wish to assign and click the Assign link

If you cannot find the pre-arranged sub's name:

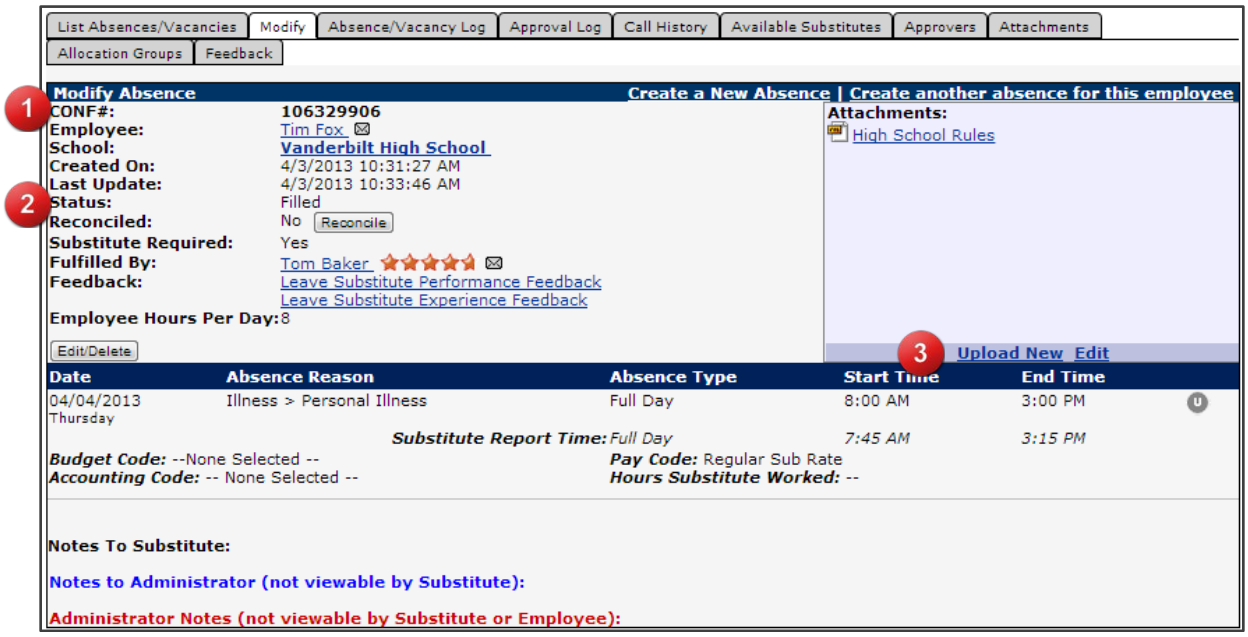
- Click the ***View All*** button
- Aesop will display why the sub is unavailable or not qualified
- You can override the system by clicking the Assign link



When you click the ***Assign*** button you will see a pop up asking you to confirm that you have prearranged this assignment with the substitute you are about to assign.

Click OK to confirm.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

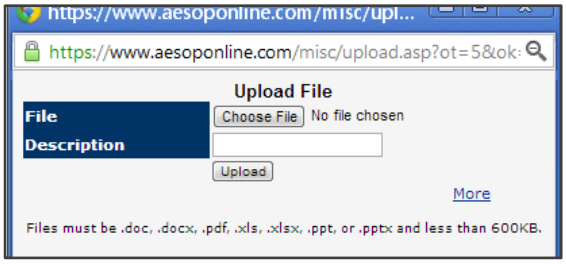


1. **CONF #:** Aesop will give you a confirmation number when the transaction is complete.

2. Aesop will display the absence details such as the school, approval status (if required), substitute information, date & times, and more.

3. **Attaching a file to the absence**: You can attach a file to the absence for the substitute to review.

   Click Upload New link. Choose the file you want to upload, give it a description and click ***Upload***.



Now you have successfully added a document to this absence.

You can edit documents linked to this absence by clicking the Edit link.

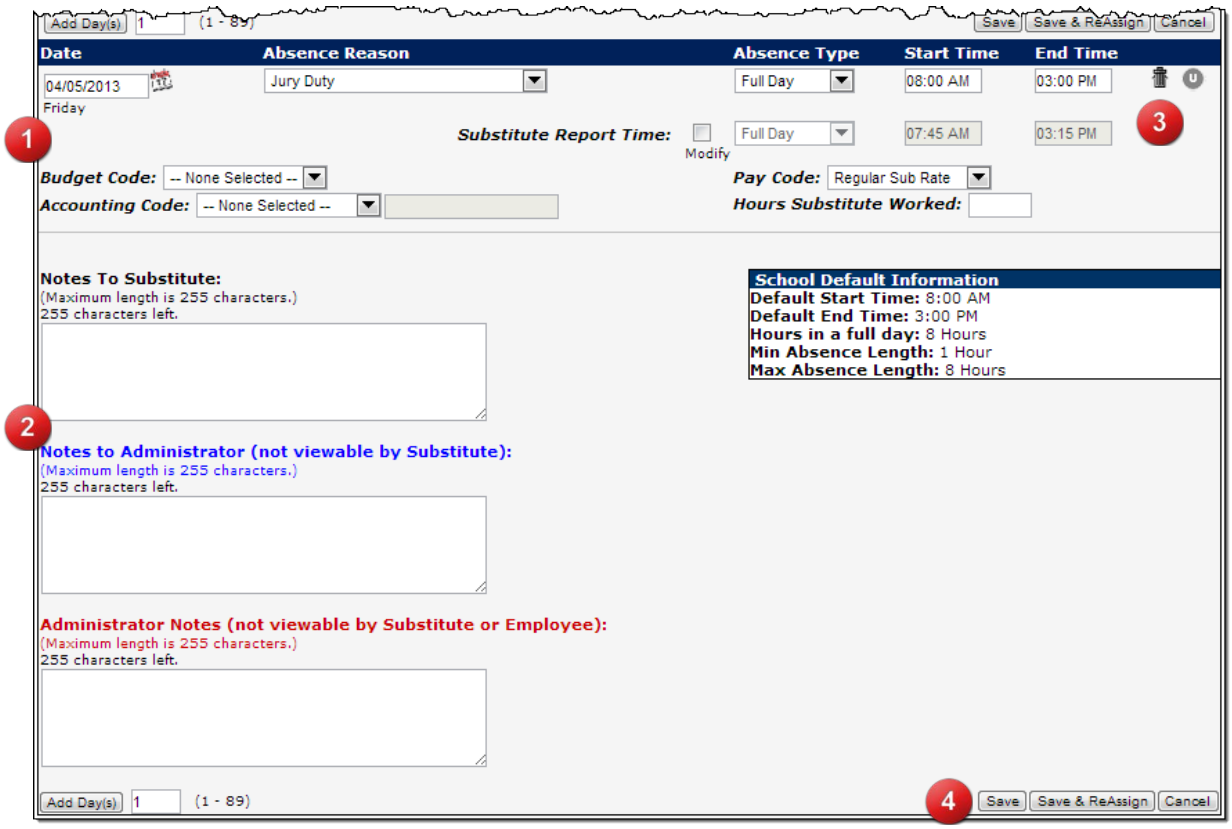
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Modifying an Absence

Modify an Absence allows you to assign a sub, delete the absence partially or completely, or change any absence information.

1. **Absence Feedback:** you can click the feedback links to leave or edit feedback for the employee or the substitute.
2. **Remove Sub:** removes sub from the entire absence. You can select the user who is requesting the sub be removed: Navigator User, School, Substitute, or Employee. You can also choose if you want the sub to see other jobs on this date after they are removed.
3. **Delete Absence Request:** deletes the entire absence request.
4. **Approval:** approve or deny this absence
5. **Add Day(s):** add additional days to this absence

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



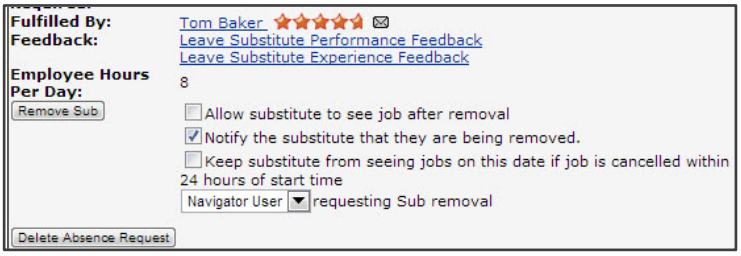
1. **Absence Information:** you can change any information regarding this absence request including Date, Reason, Type, Times, and Budget and Pay Codes
2. **Trash Can Icon:** this will remove a single day from the absence request
3. **Notes:** notes to the Substitute, to the Administrator, and Administrator notes
4. **Save / Save & ReAssign**: Click the ***Save*** button to save the changes you've made. Click the ***Save & ReAssign*** button to save the changes and assign a different sub to the absence.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Removing a Substitute from a Job

Once a substitute has accepted or been assigned to an absence job, you may remove him or her and control the sub's ability to see the job after the removal, notify the sub of the removal, and keep the sub from seeing jobs in the near future.

To initiate the sub removal, go to the absence Modify page and click the ***Edit/Delete*** button.

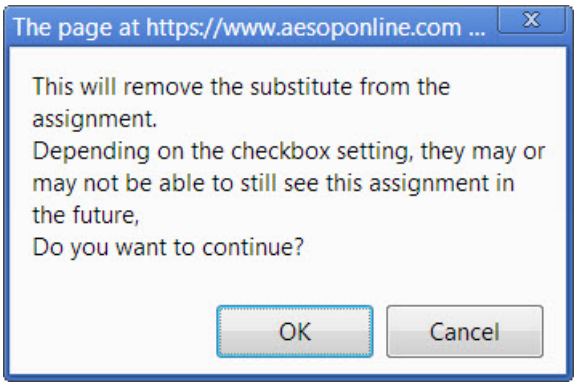


Check the appropriate settings boxes to adjust what the substitute will be able to see after the removal.

A notification box will pop up that says:

"This will remove the substitute from the assignment. Depending on the checkbox setting, they may or may not be able to still see this assignment in the future. Do you want to continue?"

Click the ***OK*** button.

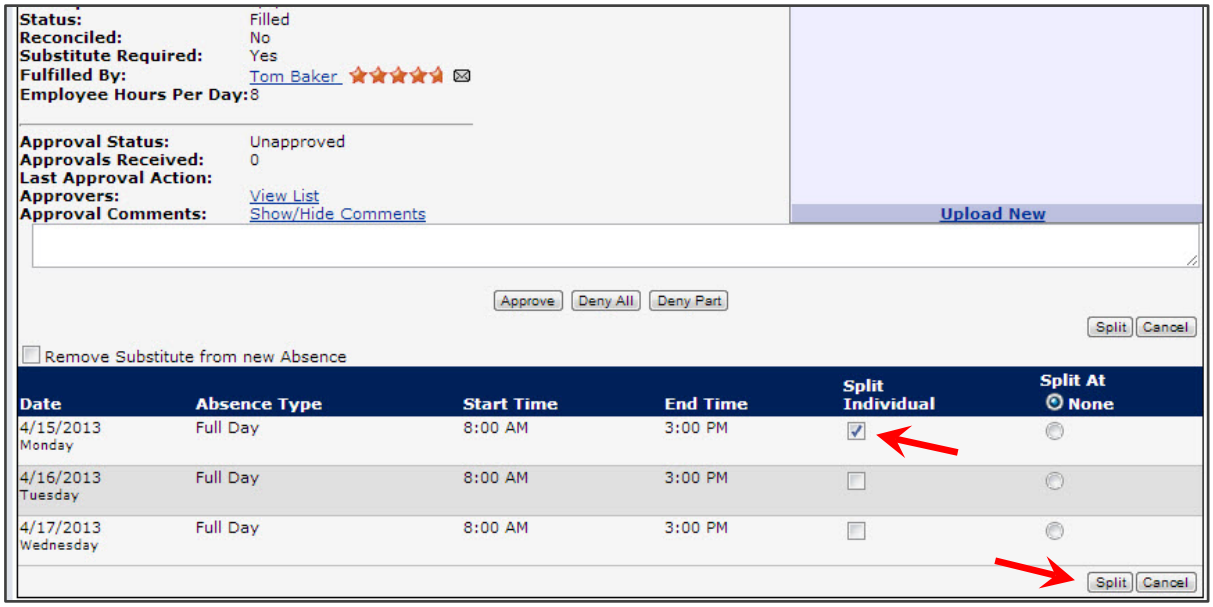


Removing a Sub from an Individual Day of an Absence

You will need to split the absence and then remove the substitute from the job. Please see the Absence Split section below.

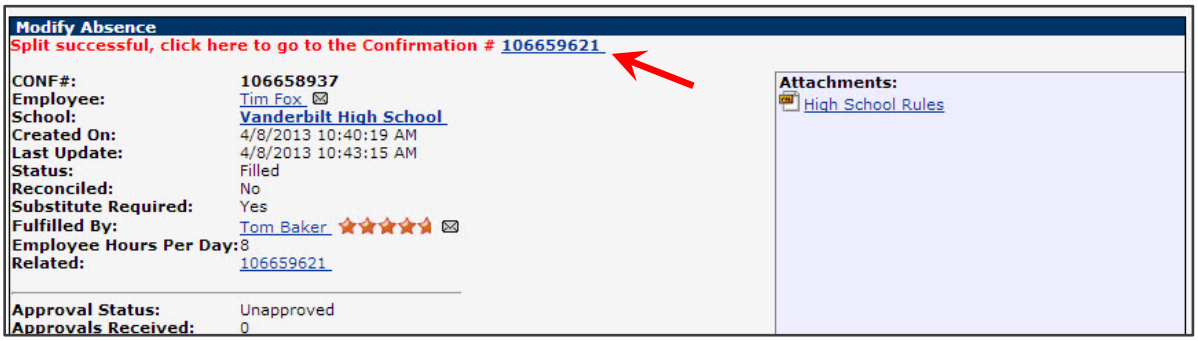
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

To split the multi-day absence, click the ***Split*** button on the absence Modify page.



Now, choose the day that you would like to remove the substitute from. We will split this day from the current confirmation number. This will allow us to remove the sub from this single day, instead of from the entire absence.

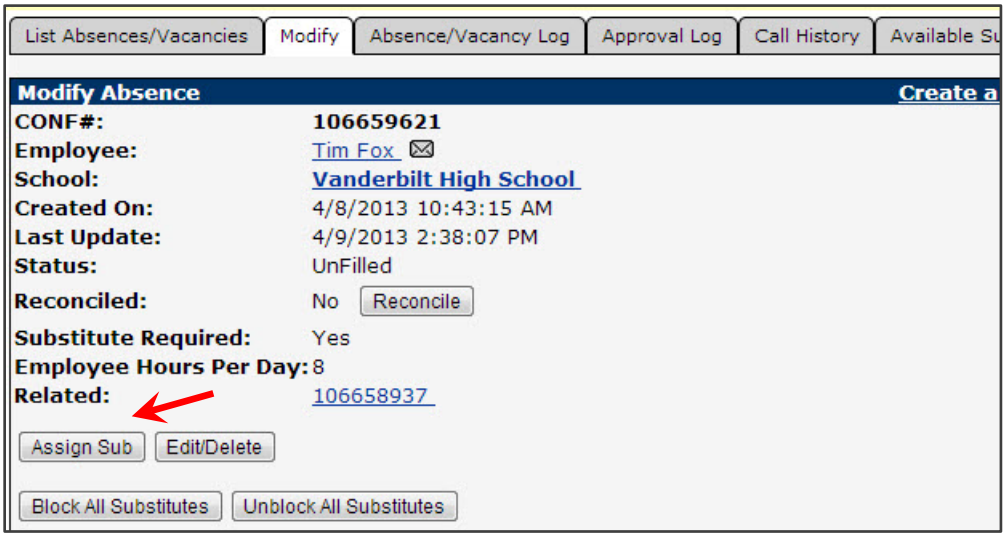
Check the "Split Individual" box for the day you want to remove the sub from, and then click the ***Split*** button.



Once you have split the absence, Aesop will inform you that the split was successful and give you a link to the split day (under a new confirmation number). Click the confirmation number.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Clicking on this confirmation number will take you to the day split from the rest of the absence. Now repeat the steps covered in the "Removing A Substitute from a Job" section to remove the sub from this absence.



Now that you've removed the sub from this split absence day, you can add a new sub by clicking the ***Assign Sub*** button on the Absence modify page. This will bring up a list of qualified and available subs, where you can choose the substitute to assign. (See details on how to find and add a sub on Page 7 of this help guide).

Splitting an Absence with "Split At" Feature

There are two ways to split an absence. First, you can use "split individual" as seen in the previous section of this help guide. The second is the "split at" feature. Instead of splitting a single day from a multi-day absence, the "split at" feature allows you to choose an absence date at which every day following will be split into a separate confirmation number.

To split the multi-day absence, click the ***Split*** button on the absence Modify page.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

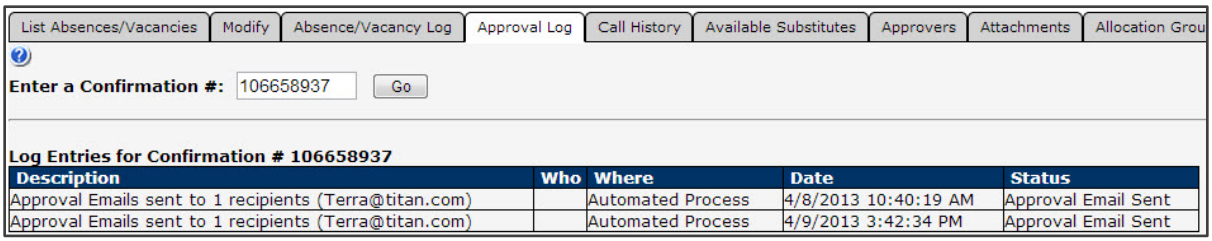
Now click the radio button on the day that you would like to split the absence. Click Split and now you will have two absences (two confirmation numbers) with two days each. The first absence will be for 4/16 & 4/17 and the second will be for 4/18 & 4/19.

Absence / Vacancy Log

This report allows you to view all activity for a particular absence and research who created the absence, who modified it, and when. Everything that has happened to an absence over time is detailed here.

Approval Log

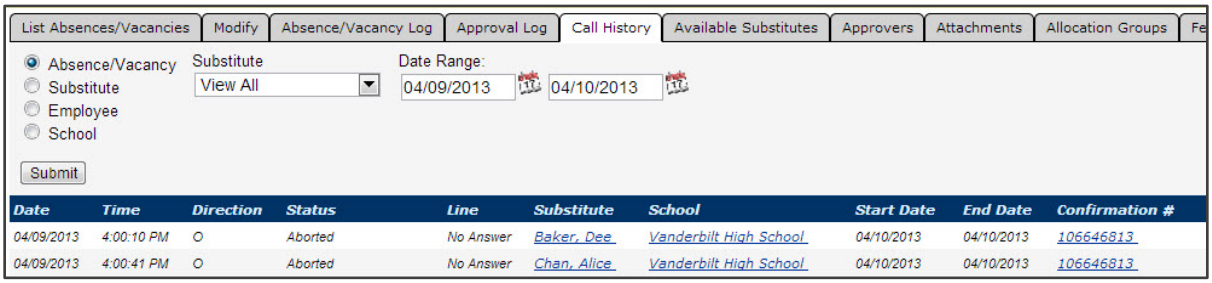
This report allows you to view approval activity for a particular absence. It will show you any approval activity for an absence such as when approval emails were sent and who approved the absence.



April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Call History

Which substitutes were called by Aesop, and which substitutes called into Aesop, and what was the outcome of the phone call.



Direction (I/O): Inbound call from sub or outbound call to sub

Status: Accepted, Rejected, Rejected – End Calls, Aborted

Line: Answer, Busy, No Answer, Intercept

Call History

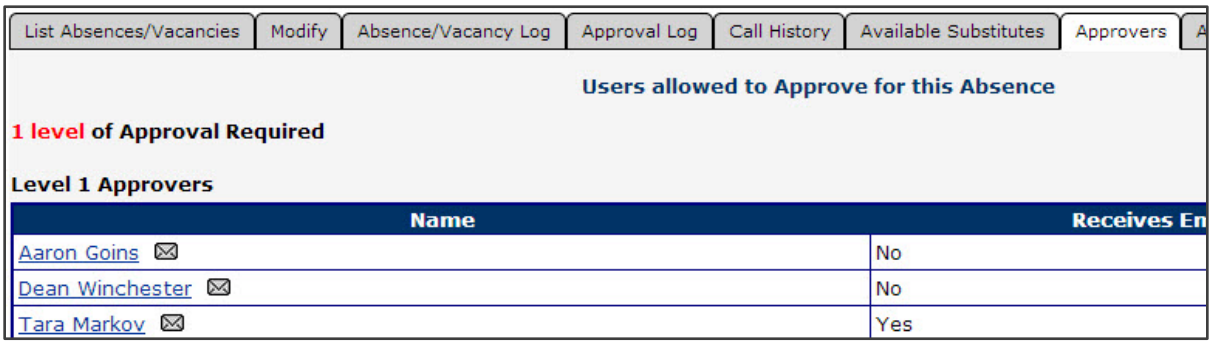
Clicking this tab allows you to see a list if all qualified and available subs for this job. To Assign a sub to the job click the Assign link If you do not see the sub you want to assign on the list of available subs.

Click the "View All" radio button to see a list of subs that are not qualified and available and to see why they are not. You may be able to override and assign them.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

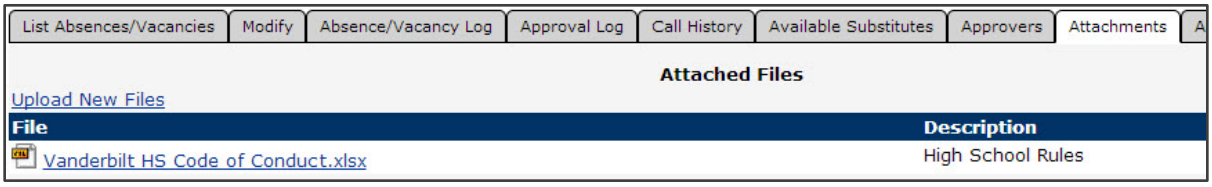
Approvers

This section lists the names of approvers for this absence.



Attachments

File attachments for this absence can be added, deleted, or edited from here. Click the Upload New Files link to add a file to the absence.



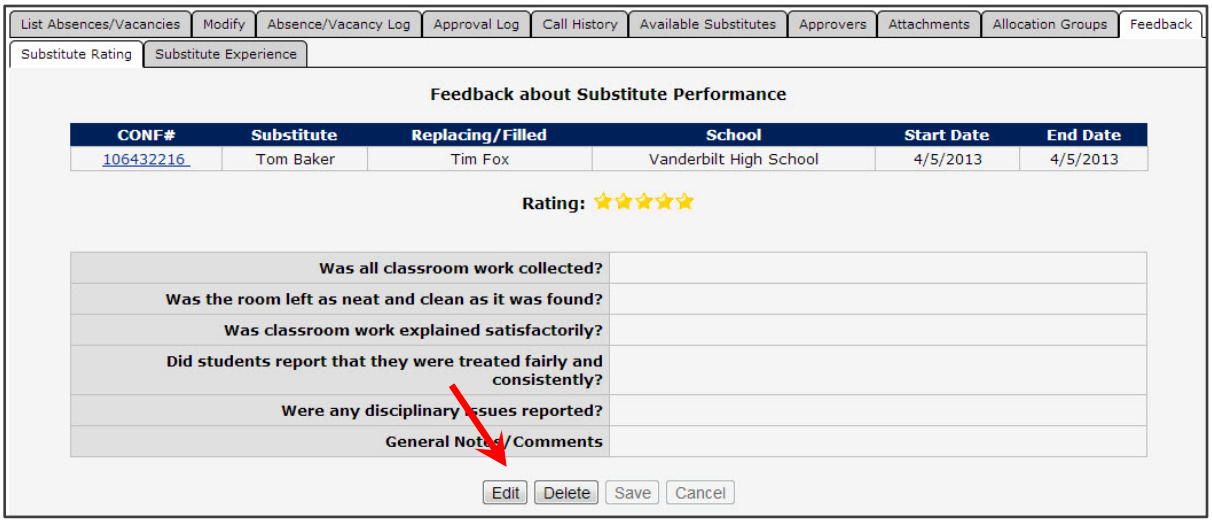
Click the ***pencil icon*** to edit the name of the file

Click the ***trash can icon*** to delete the attached file from the absence

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Feedback

Clicking this tab will allow you to see the feedback left for this absence. You can also edit the feedback here.



The "Substitute Rating" (what the employee said about how the substitute did) is shown here. You can click the "Substitute Experience" tab to see what the sub said about their experience.

Click the ***Edit*** button to edit the rating or the details of the feedback.

Click the ***delete*** button to completely delete the feedback left.

Creating an Absence for an Itinerant Employee

If an employee works at more than one location, their absences can be entered into the Aesop website with just a few easy steps. Consider the schedule below. A teacher works at three separate locations each day:

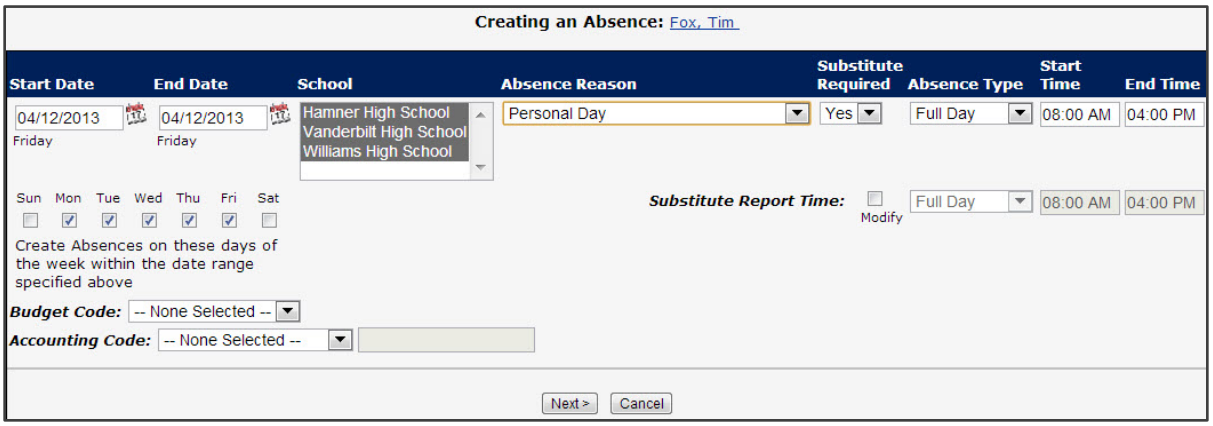
Hamner High School from 07:30 a.m. to 09:15 a.m.

Vanderbilt High School from 09:45 a.m. to 11:45 a.m.

Williams High School from 12:15 p.m. to 03:00 p.m

First, create a new absence by clicking the ***Create Absence*** button in the Web Navigator.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

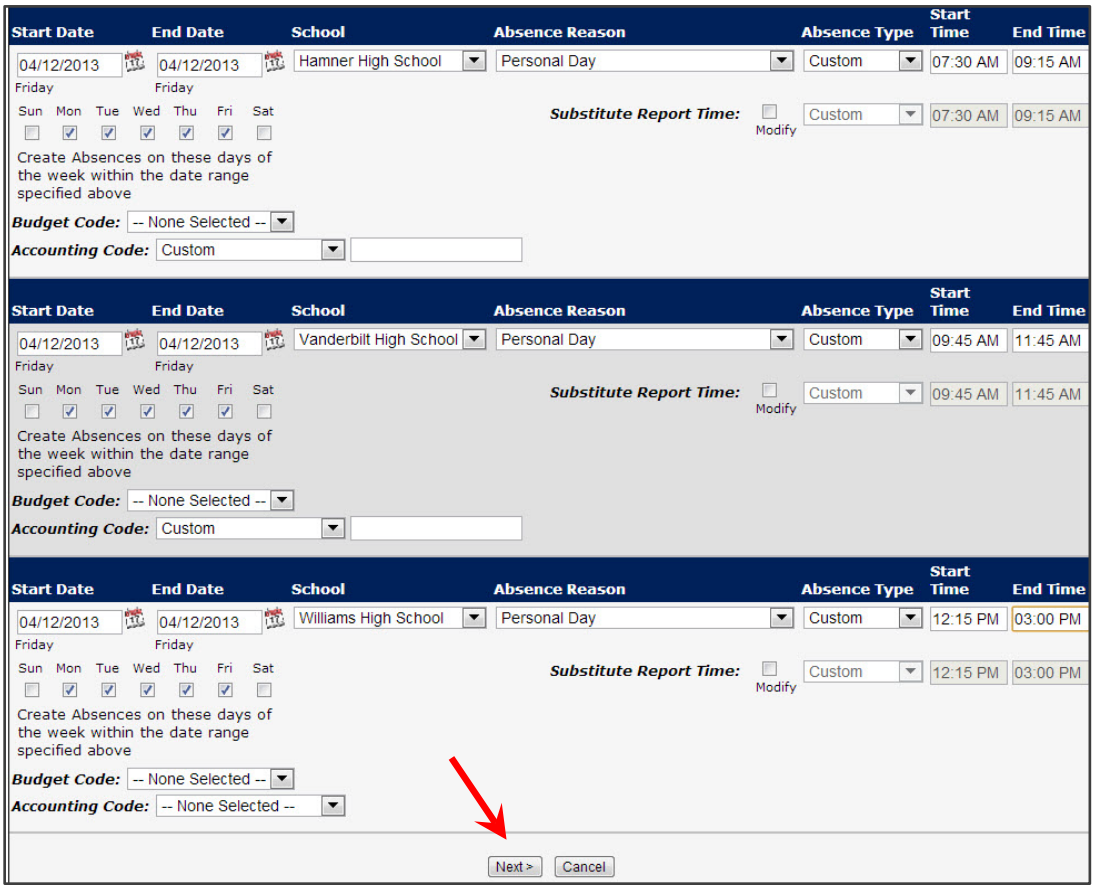


Now you can fill in the absence details:

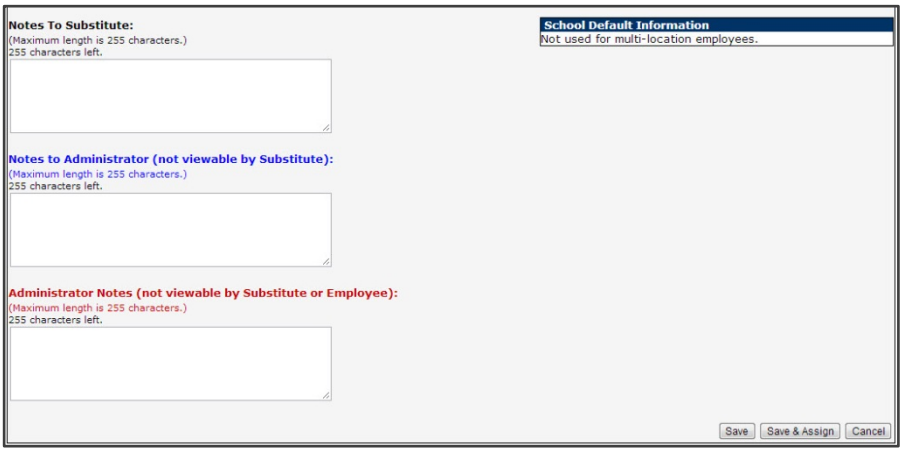
1. **Start & End Dates:** Enter the Start and End dates; make sure the Days of Week are selected.
2. **Schools:** While holding down the Ctrl key highlight the schools they will be absent from
3. **Absence Reason Type:** Select the correct reason for the absence
4. **Substitute Required:** Yes or No
5. **Absence Type:** You can leave at Full Day for now. You will be able to put in specific times on the next screen
6. Click ***Next***

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Enter the absence information according to the schedule. Change the Date Range, School, Absence Reason, Start and End times for each line entry.



Once you have completed entering the absence information, click the ***Next*** button.



Now you have the option to add notes to the absence. Enter notes to the Sub, to the Administrator, or add administrator's notes.

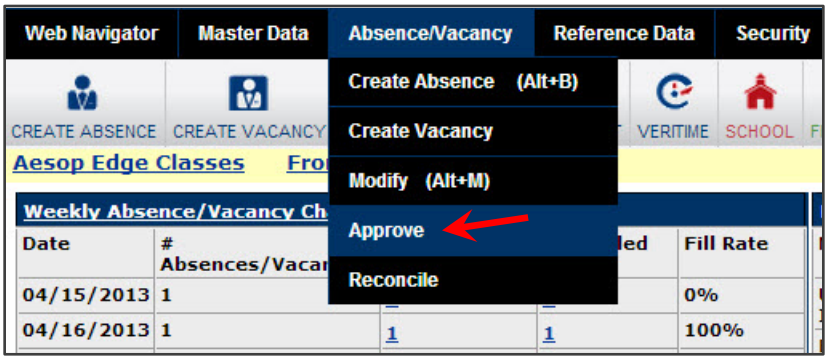
When you are finished, click ***Save***.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

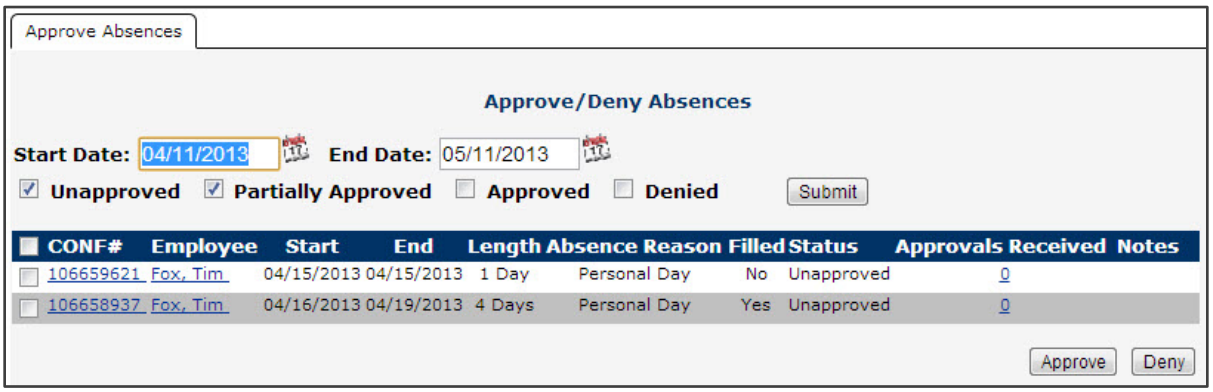
Aesop will now update the Daily Report, employee's Absence History tab, and the employee's calendar. The sub will see all the school locations associated with this job.

Absence Approval

Although Absence Approval is typically done at the Principal website you can approve or deny absence requests via the Web Navigator site as well.



Please refer to Absence Approval [Chapter 12] or the Absence Approval Topical Guide for further instructions.

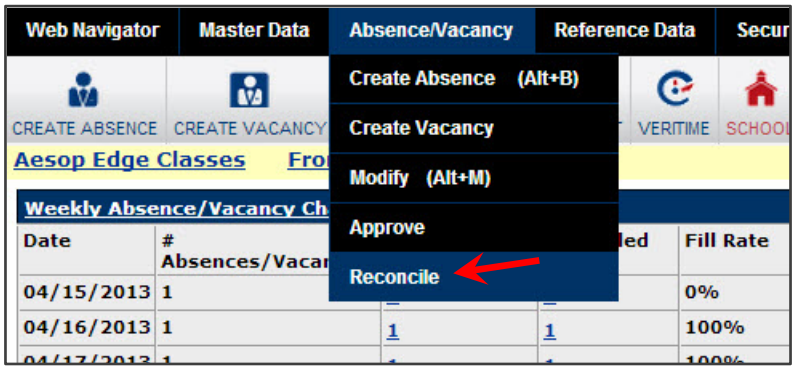


Absence Reconcile

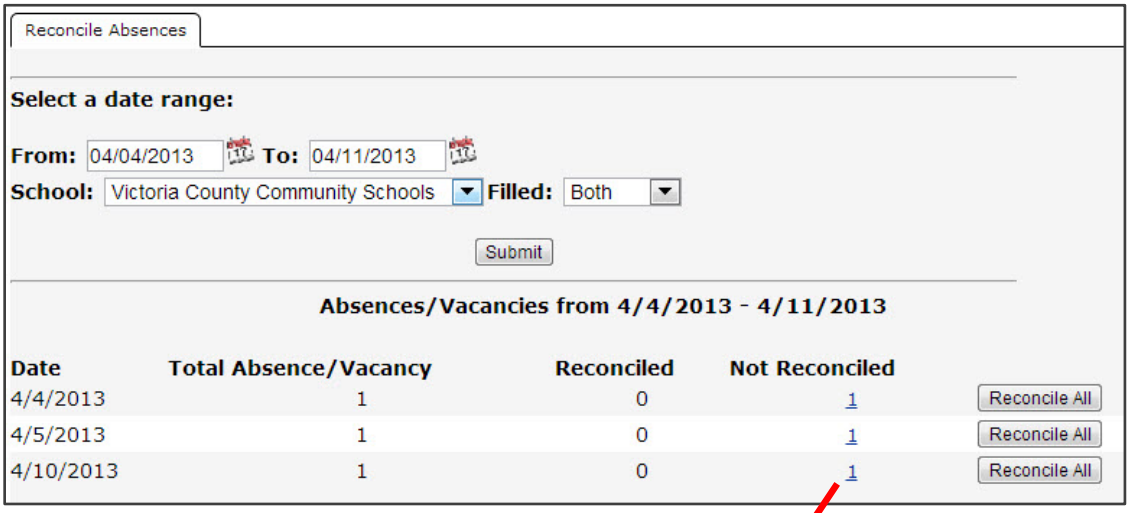
Reconciling absences at the school level is an important aspect of ensuring accurate payroll integration between Aesop and whatever payroll/HR system you are using. The act of "reconciling" is defined as the school level contact putting a "stamp of approval" on the absence, indicating that "person A" was indeed absent and "person B" did in fact substitute for this person. In essence, it is viewed as the "OK to pay" stemming from the school location. Most districts that

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

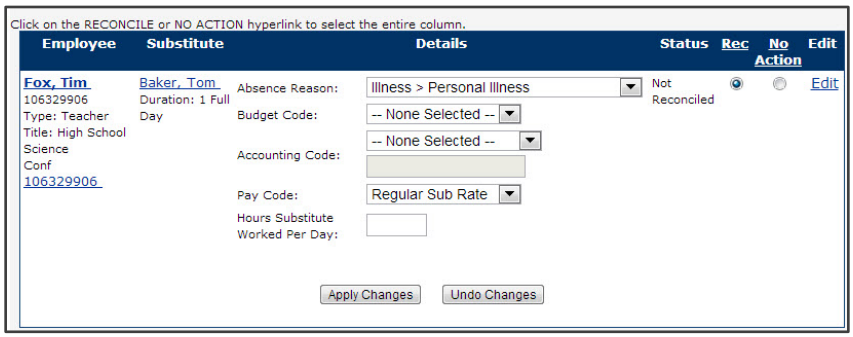
tie their payroll system to Aesop will check for this "reconciled" flag before processing payment for the substitute.



To reconcile absences from the Web Navigator follow this path from the black menu bar.

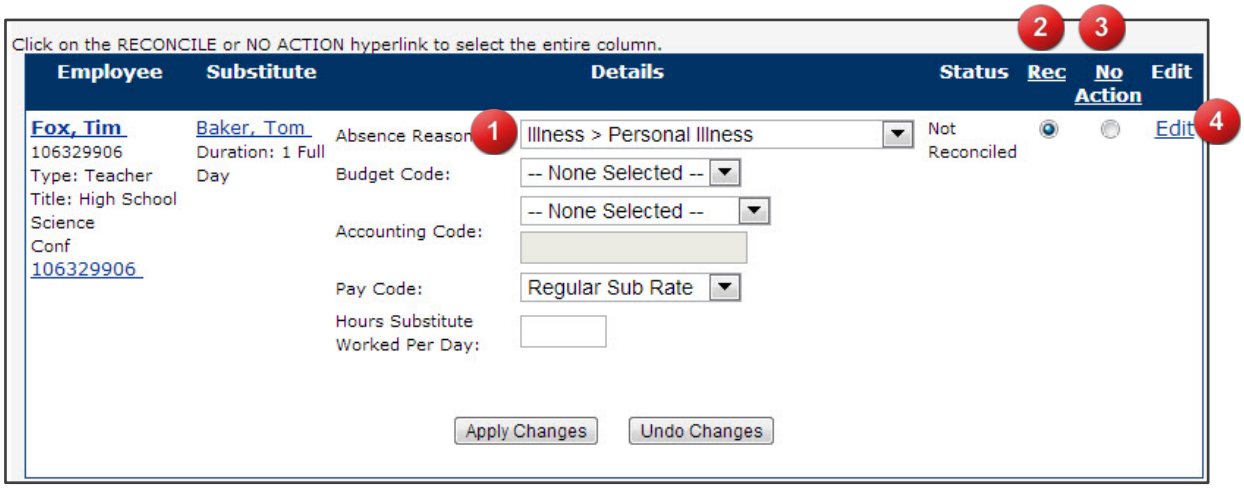


1. Enter a date range
2. Choose School
3. Choose "Filled" or "Unfilled" or "Both"
4. Click ***Submit***



Clicking on the individual number link will open a page that will show more details of the absences and allow you to edit and/or reconcile the absences. If the absence has already been reconciled you will have the option to un-reconcile it.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



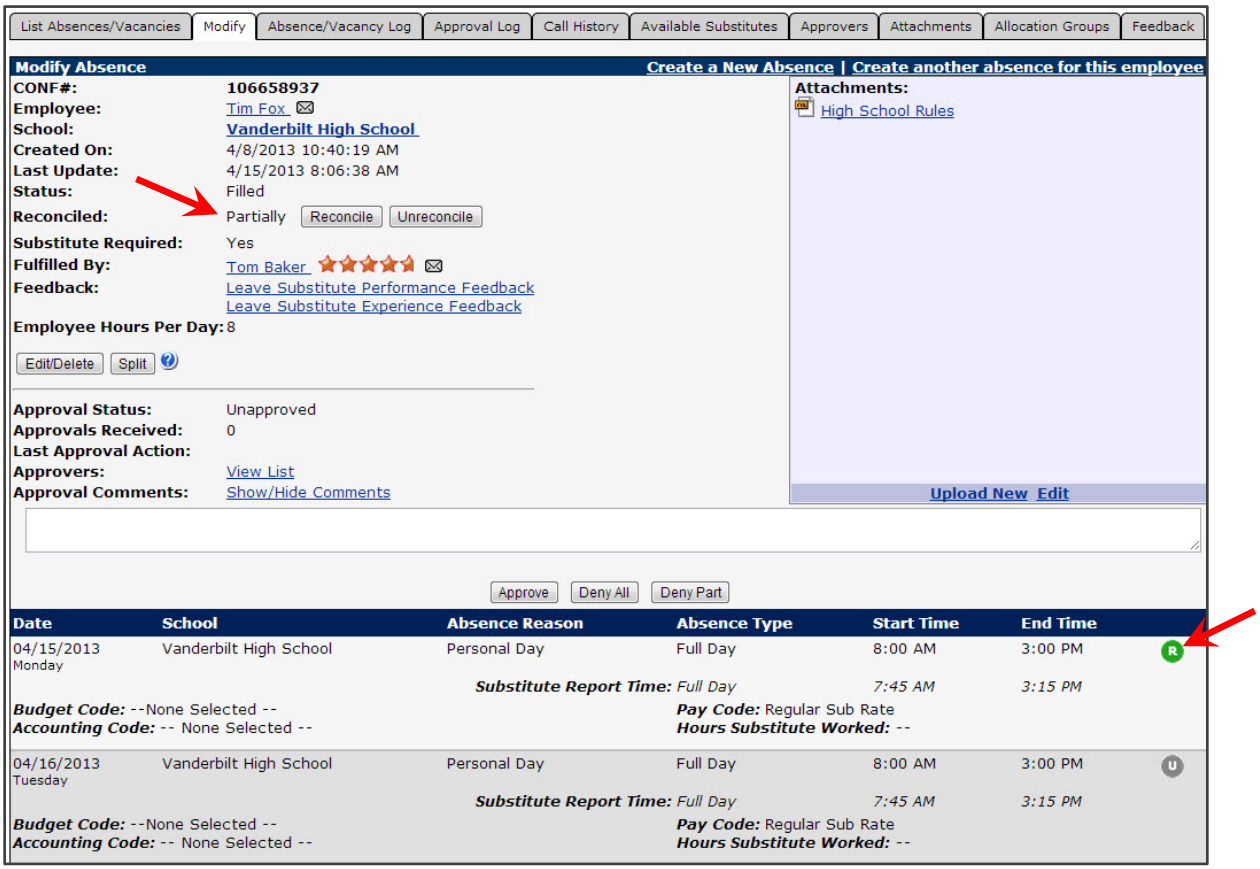
1. Here absence details such as Absence Reason and Budget and Pay codes can be edited.
2. To Reconcile an Absence mark the Reconcile circle and click ***Apply Changes***.
3. If you would like to keep changes made to the details of an absence but not reconcile the absence then mark the "No Action" circle before you click ***Apply Changes***.
4. You can also click the Edit link to bring up the absence in an edit mode if you would like to change details such as date or times in the absence.

Note: If you are reconciling a multi-day absence that has days in the future Aesop will only reconcile up to the current date. You cannot reconcile absence days that have not occurred yet.

Reconciling A Multi-Day Absence

Aesop also allows you to reconcile a multi-day absence at the Modify Absence page one day at a time rather than reconciling the whole confirmation number at once. This brings the absence reconciliation down to the absence day level and not the absence request level. As you can see in the screen shot below, by clicking the "U" or "R" on the absence day record, you can mark certain days as reconciled while other days remain un-reconciled.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



To reconcile a single day within a multi-day absence, start by clicking the ***Edit/Delete*** button on the absence modify page.

Note: Notice that the status of 'Partially' reconciled indicates one or more of the days in this absence are reconciled. The letter 'R' in the green circle Reflects this day of the absence has been reconciled.

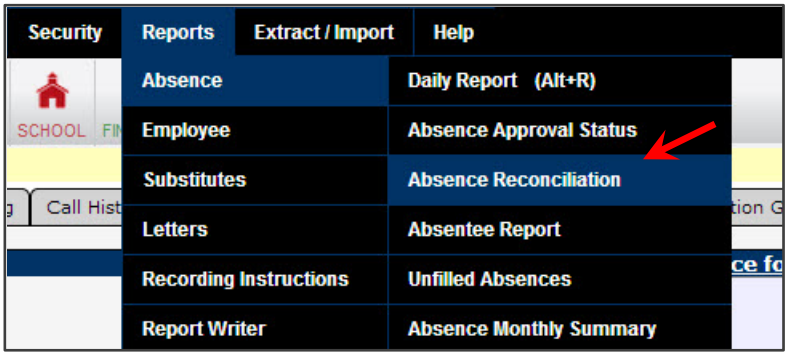
Click the "U" in the grey circle to reconcile an individual day, alternatively you can click the "R" in the green circle to un-reconcile an individual day.

Once you've finished reconciling, be sure to click the ***Save*** button.

Absence Reconciliation Report

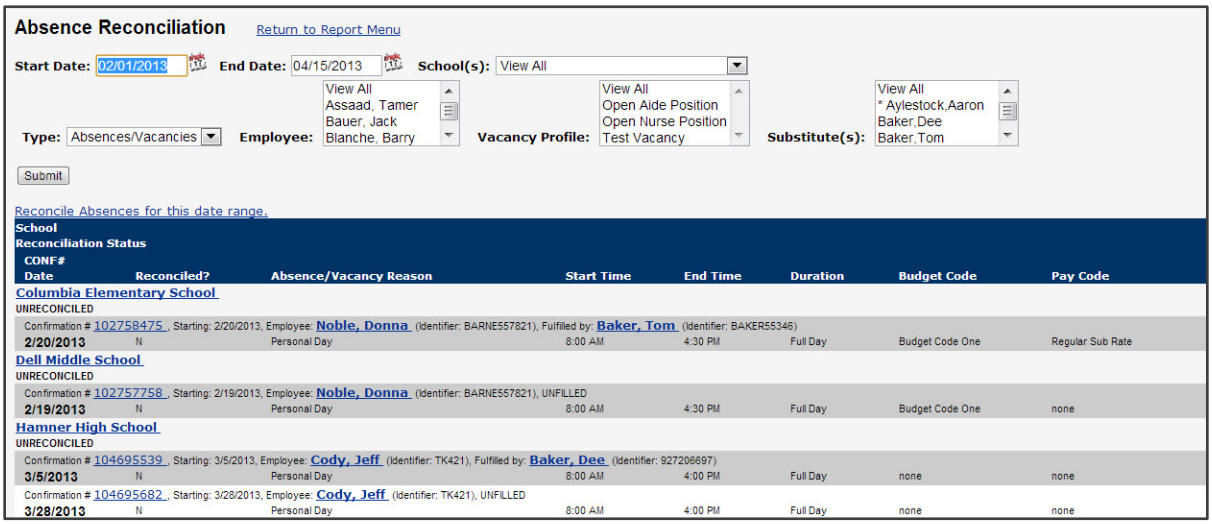
There is also a report you can access from the Web Navigator that will give you details on the reconciliation status of absences in your system. Follow these steps to get to the Absence Reconciliation Report.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



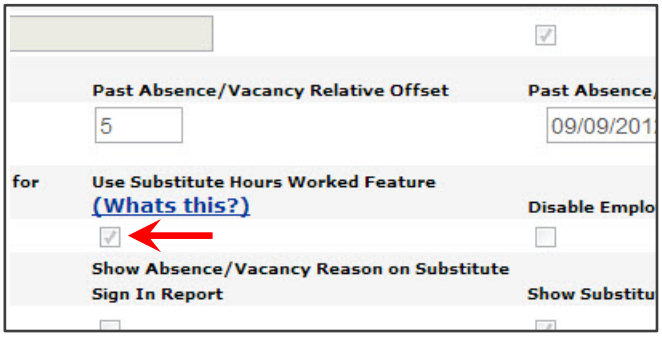
You can access the Absence Reconciliation Report by going to the Black Menu Bar at the top of the site and choosing ***Reports > Absence > Absence Reconciliation***.

The report will look something like this:



Substitute Hours Worked

The purpose of this feature is to define a substitute's actual work time when their work time does not coincide with the times of the absence. To turn this feature on, go to ***Master Data > Organization Information > Miscellaneous***.



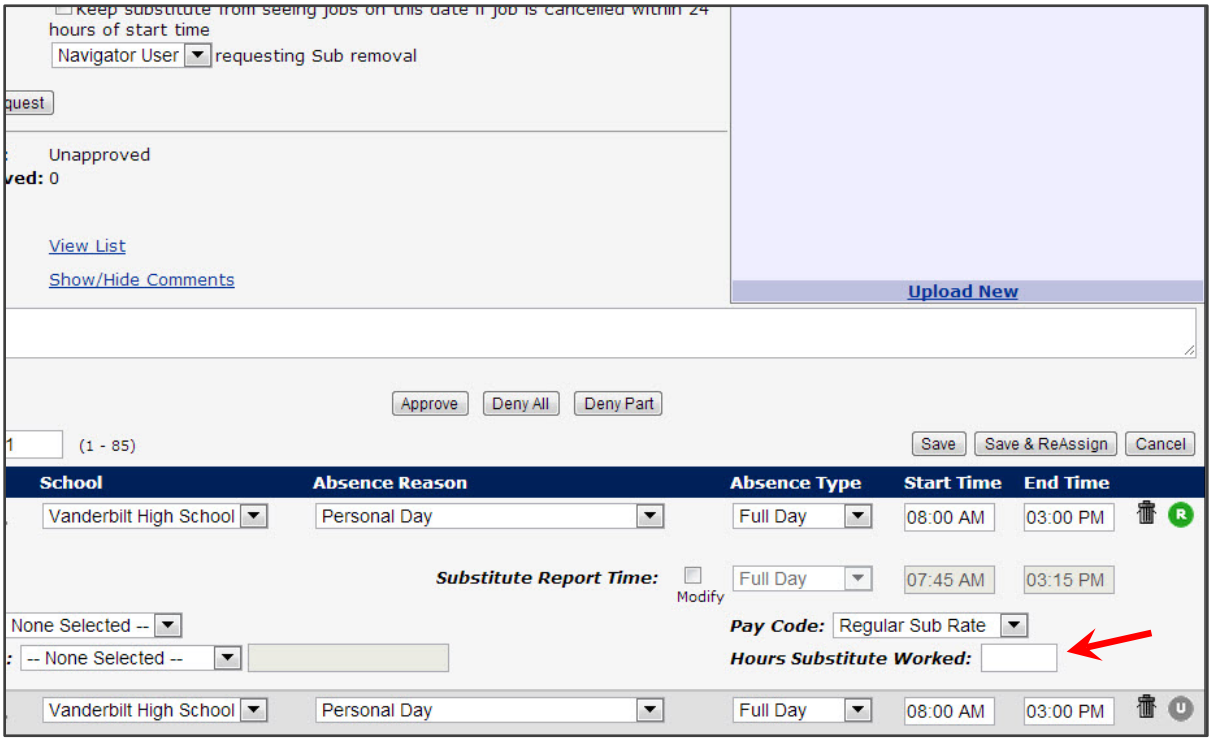
Now, click the ***Edit*** button at the bottom of the page. Check the box under "Use Substitute Hours Worked Feature."

Click ***Apply Changes***.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Entering Substitute Hours Worked on the Absence

To enter Substitute Hours Worked, first click ***Edit/Delete*** on the absence modify page.

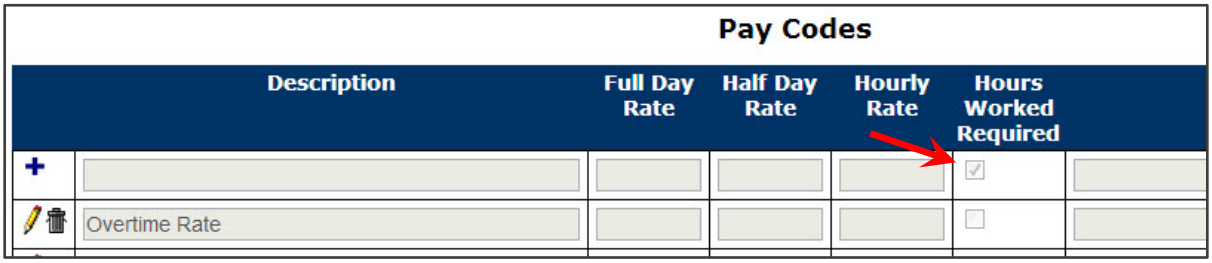


Now, enter the number of hours that the substitute worked in the "Hours Substitute Worked" box.

Click the ***Save*** button.

Requiring Substitute Hours Worked

You can choose to require that "Hours Substitute Worked" be entered before reconciling absences for certain Pay Codes. This feature can be configured at ***Reference Data*** > ***Pay Codes***. Here, you can designate which Pay Codes require that a value be entered in the Hours Substitute Worked box for any absence in which that Pay Code is used before absence reconciliation.



April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Phone and E-Mail Notification Regarding Absences

Aesop will notify your Substitutes and Campus Users about absences.

Subs will receive phone and email notifications in the following situations:

- Single day absence deleted
- Sub removed from absence
- All days of a multiple day absence deleted
- They are assigned as a permanent sub
- Preferred Sub Alert

Subs will receive only email notification in the following situations:

- Start date of the absence changes
- Sub is assigned to a job

Campus Users will receive Event Notification emails in the following situations:

- When an absence is created
- When an absence is filled by a sub
- When a sub is assigned to an absence
- When an absence is edited
- When a sub is removed from a job
- When an absence is cancelled

FRONTLINE TECHNOLOGIES
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Skill Matching

FRONTLINE™ TECHNOLOGIES

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Summary

Skill matching is how Aesop decides which substitutes should be allowed to replace a specific employee. When a teacher is absent, Aesop checks to see if there are any characteristics or skills that a substitute must have, should have, or must not have, in order to replace the absent employee. Because it is Skill Matching, certain characteristics or skills must be assigned to both employees and substitutes. Skills can also be used as a tool to track certification expiration, and management of other data attached to an Employee or Sub.

Things to Consider

- Do you have different types of employees (i.e. teachers, aides)?
- Do these different types of employees require a specific kind of sub? In other words, do Aides require Aide subs and do Teachers require Teacher subs?
- Do you have gender-specific positions (i.e. locker room duty)?
- Would you like to allow subs with specific skills (i.e. Speaks Spanish, has a Math degree) to be able to see jobs further in advance than other subs?

How Does Skill Matching Work?

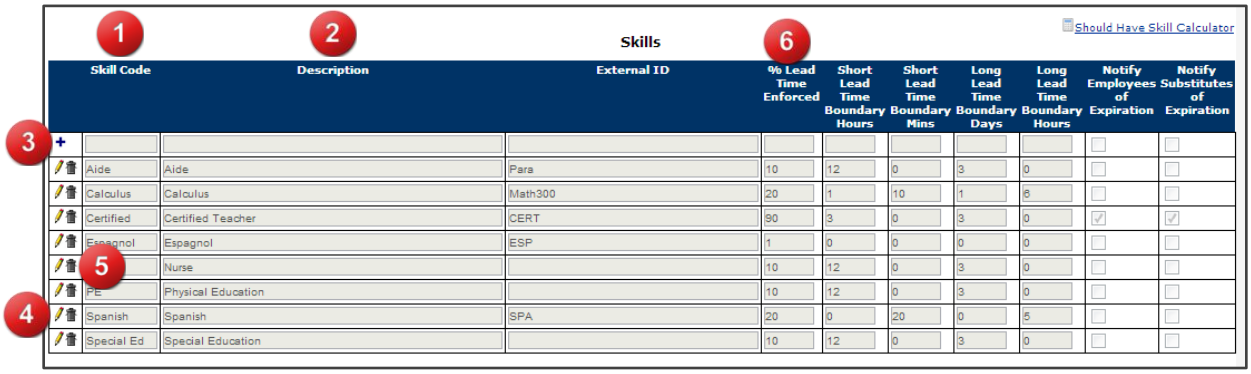
When employee Joe Smith creates an absence, he requires that a teacher sub fill in for him. Let's say that we have assigned a skill called "Teacher" to Joe. When Joe enters an absence, Aesop will look for any sub that has the "Teacher" skill. To the right are 3 subs. Aesop will let Nancy see the job. John Doe will not see the job; he does not have the "Teacher" skill. Amy has 2 skills, but as long as she has the necessary "Teacher" skill, Amy will be able to see Joe Smith's absence. Amy's "Aide" skill will not block her from seeing "Teacher" openings.

Setting up Skill Matching

In order to use Skill Matching, you will first need to add the skills you want to use as 'qualifying' characteristics when matching substitute to absences or vacancies in Aesop. Go to ***Reference Data > Skills***.

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Below is a sample of what your "Skills" table may look like with a few skills filled in. Note that this display only shows the left two columns of the "Skills" table. We will discuss the other columns later in this chapter.



Skills

Should Have Skill Calculator

Skill Code	Description	External ID	% Lead Time Enforced	Short Lead Time Boundary Hours	Short Lead Time Boundary Mins	Long Lead Time Boundary Days	Long Lead Time Boundary Hours	Notify Employees of Expiration	Notify Substitutes of Expiration
Aide	Aide	Para	10	12	0	3	0		
Calculus	Calculus	Math300	20	1	10	1	6		
Certified	Certified Teacher	CERT	90	3	0	3	0	✓	✓
Espagnol	Espagnol	ESP	1	0	0	0	0		
	Nurse		10	12	0	3	0		
PE	Physical Education		10	12	0	3	0		
Spanish	Spanish	SPA	20	0	20	0	5		
Special Ed	Special Education		10	12	0	3	0		

1. **Skill Code:** This is a code which will be used when assigning skills to your employees and substitutes through Aesop Data Loads. Recommendation: The simpler, the better.

2. **Description:** This is how the skill will show on reports and displays in Aesop. Aesop's recommendation: Make the description a term that will make sense to you.

3. **Add:** To add a skill, click on the sign. Enter Skill Code, Description, and all numeric values in the far right columns (to be covered later.)

4. **Edit:** To edit an existing entry, click the icon. Make any necessary changes and then click the green check mark to save changes.

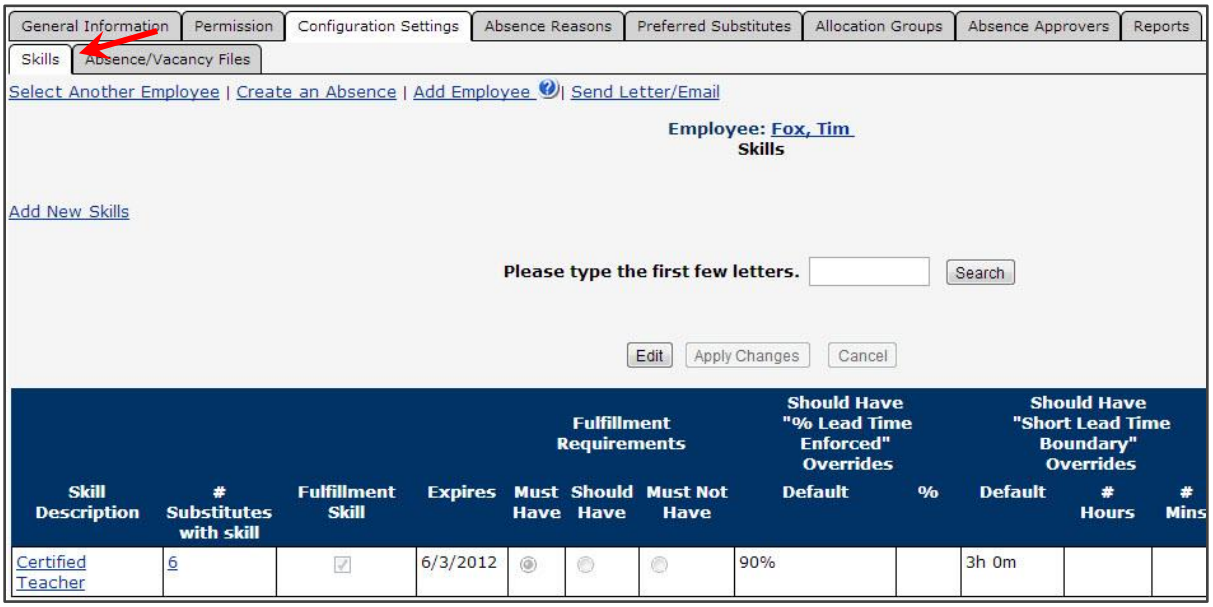
5. **Delete:** To delete an existing skill, click the trash can icon. If you delete an existing skill, this skill will be deleted from every employee, substitute, and vacancy profile where the skill is currently listed.

6. **% Lead Time Enforced:** The lead time columns allow you to specify the should-have skill's lead time value as well as the short and long term lead time values.

Adding Skills to an Employee's Profile

Skills can be added to employee profiles in two ways: Manual entry and Data Import. Following is an example of how to do a manual entry. To learn more on how to load skills via Aesop's Data Load feature, please consult the Skill Import Guide document at ***Help >Training and Reference Materials*** on your Aesop Navigator page. It can be found under "Navigator Topical Guides" on the left hand side of your screen.

November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



To manually add a skill to an employee's profile, go to an employee's "General Information" page. Once there, click on the "Configuration Settings" tab. Aesop will then display the "Skills" sub-tab.

Pro Tip: You can also access an employee's skills page by right clicking the employee's name. A drop-down box will appear with a number of options, including "Skills."

You can access many other parts of an employee's Aesop profile by using this right-click feature.

To add skills, click the blue Add New Skills link on the left hand side of the screen. When you click this link, you will be given a list of the skills not already assigned to this employee.

November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

For this example we will give the employee the "Spanish" skill. To do this, check the box for Spanish in the Fulfillment Skill column. Also make sure that the "Must Have" radio button is marked. Then click the ***Apply Changes*** button to save.

Skill Description	# Substitutes with skill	Fulfillment Skill	Expires	Fulfillment Requirements			Should Have "% Lead Time Enforced" Overrides		Should Have "Short Lead Time Boundary" Overrides			Should Have "Long Lead Time Boundary" Overrides		
				Must Have	Should Have	Must Not Have	Default	%	Default	# Hours	# Mins	Default	# Days	# Hours
Aide	4						10%		12h 0m			3d 0h		
Calculus	0						20%		1h 10m			1d 6h		
Espagnol	2						1%		0h 0m			0d 0h		
Nurse	1						10%		12h 0m			3d 0h		
Physical Education	1						10%		12h 0m			3d 0h		
Spanish	0						20%		0h 20m			0d 5h		
Special Education	2						10%		12h 0m			3d 0h		

Edit Apply Changes Cancel

Once you click Apply Changes Aesop will bring you back to the employee's skills page where you can view their current skills.

Skill Description	# Substitutes with skill	Fulfillment Skill	Expires	Fulfillment Requirements			Should Have "% Lead Time Enforced" Overrides		Should Have "Short Lead Time Boundary" Overrides			Should Have "Long Lead Time Boundary" Overrides		
				Must Have	Should Have	Must Not Have	Default	%	Default	# Hours	# Mins	Default	# Days	# Hours
Spanish	0						20%		0h 20m			0d 5h		

Above, you will see that this employee has a "Spanish" skill assigned to him, guaranteeing that Aesop will never offer any of his absences to any substitute that does not also have the "Spanish" skill assigned to them.

Take notice that there are three different categories of skills; there are "Must Have" skills, "Should Have" skills, and "Must Not Have" skills.

Must Have: Any substitute who wants to replace the employee absolutely musthave the "skill" assigned to his/her record.

Should Have: The substitute who replaces the employee should have the "skill" on his/her record. This particular skill will expire at a point in time, allowing substitutes without the "Should Have" skill to see this employee's absences. We will discuss more about the "should have" function shortly.

November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Must Not Have: Any substitute who wants to replace this employee must not have the "skill" assigned to his/her record. For instance, if you use skills of "male" and "female" for gender-specific positions, you may assign a "Must Not Have" skill of "Female" to a male employee, so that no substitutes with the "Female" skill will ever see this employee's absences.

When to Use "Should Have" Skills

"Should Have" skills enable you to be more precise about which substitutes can see certain absences. In this example, I'm telling Aesop that I want to only allow "Certified Teacher" substitutes to see this employee's absences, but I also want Aesop to consider "Spanish" qualified substitutes first. When I assign the "Should Have" skill of "Spanish", I'm telling Aesop to only show the absence to substitutes that ALSO have the "Spanish" skill, but at a certain point in time Aesop will drop the "Spanish" skill if the absence doesn't get filled after a predetermined amount of time.

				Fulfillment Requirements			Should Have "% Lead Time Enforced" Overrides		Should Have "Short Lead Time Boundary" Overrides			Should Have "Long Lead Time Boundary" Overrides		
Skill Description	# Substitutes with skill	Fulfillment Skill	Expires	Must Have	Should Have	Must Not Have	Default	%	Default	# Hours	# Mins	Default	# Days	# Hours
Certified Teacher	6	☑	6/3/2012	◉	○	○	100%		3h 0m			3d 0h		
Spanish	0	☑		◉	○	○	25%		0h 20m			0d 5h		

Edit | Apply Changes | Cancel

Think of "Should Have" skills as your wish list. I NEED to have a Teacher substitute, but I WISH the sub was also skilled in Spanish. The amount of time that Aesop will reserve for finding a Teacher sub that also has a skill of Spanish is determined by the "Lead Time" settings for the skill. These settings are located on each skill at ***Reference Data >Skills***.

Note: The following "Lead Time" and "Boundary" settings only affect skills when selected as "Should Have". "Must Have" and "Must Not Have" skills do not ever use these values.

November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Understanding Lead Time Settings

Skill Code		% Lead Time Enforced	Short Lead Time Boundary Hours	Short Lead Time Boundary Mins	Long Lead Time Boundary Days	Long Lead Time Boundary Hours	Notify Employees of Expiration	Notify Substitutes of Expiration
Spanish	Spa	25	0	25	0	0		

% Lead Time Enforced: this is the percentage of time that the skill is required for the job if listed as a "should have" instead of a "must have". In other words, a % lead time of 25% would indicate that the system would not accept a sub without that skill unless 25% of the lead time had expired. A skill of 10% would be enforced for less time. This would mean that the system would hold the skill for only 10% of the lead time and then would release it to subs without that skill rather quickly.

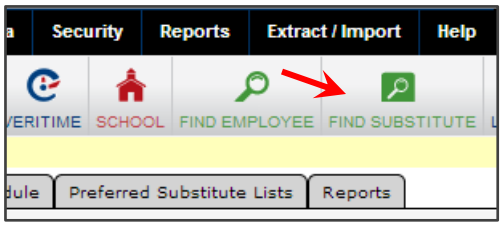
Short Lead Time Boundary (hours/minutes): if the job starts in 48 hours or less, it will open up to subs without the skill 48 hour before the job starts. (used for jobs that are entered at the last minute)

Long Lead Time Boundary (days/hours): the job would not release to subs missing this skill any more than 10 days in advance (if 25% of the lead time would be greater than 10 days). For example, this would mean that absences entered 40 days in advance, which would normally be visible to subs WITHOUT the "Should Have" skill 30 days out, would be not be visible to subs lacking the skill until 10 days in advance of the job starting.

Note: Go to the end of this chapter to see examples of Should Have Skills and Lead Times in action.

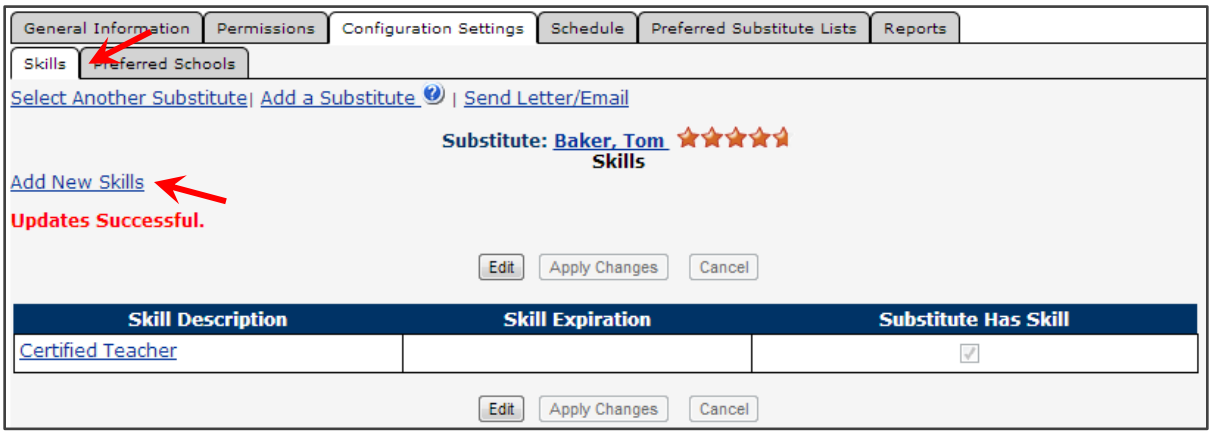
Adding Skills to a Substitute's Profile

Skills can be added to substitute profiles in two ways: Manual entry and Data Import. Following is an example of how to do a manual entry. To learn more on how to load skills via Aesop's Data Import feature, please consult the "Skills Import Guide" document at ***Help >Training and Reference Materials*** on your Aesop Navigator page. It can be found under "Navigator Topical Guides" on the left hand side of your screen.



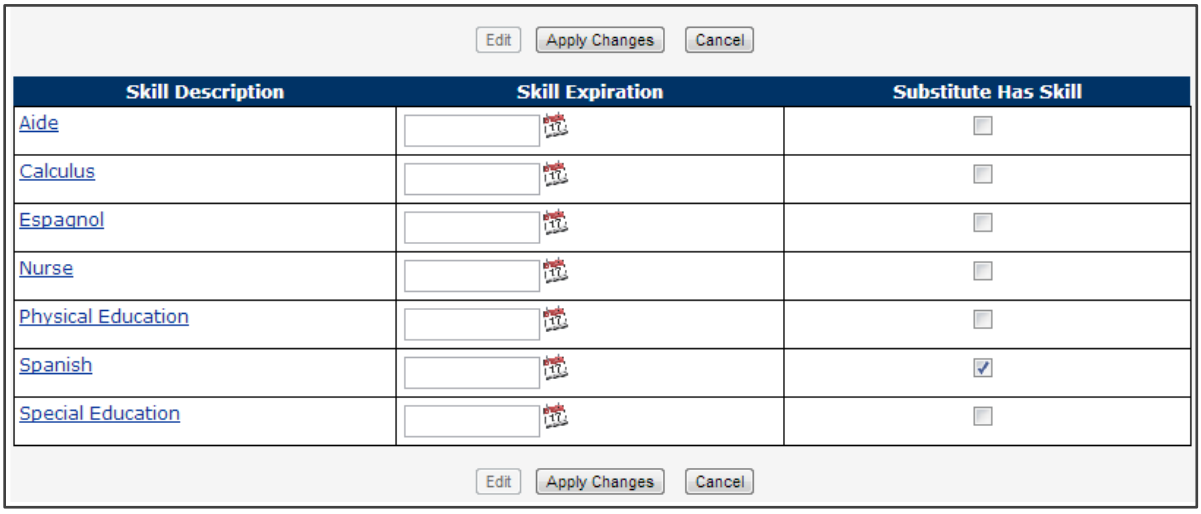
First head over to the sub's General Information page by clicking the "Find Substitute" button and searching for the substitute to whom you would like to add skills.

November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



Once you have navigated to the substitute's General Information page, click on the "Configuration Settings" tab. Aesop will automatically show you the "Skills" sub-tab.

To add skills, click the blue Add New Skills link to the left hand side of the screen. When you click on this link, you will be given a list of the skills not already assigned to this substitute.



Skill Expiration: You can enter expiration dates for skills. If you enter an expiration date, and the expiration date passes for that skill, then the substitute would no longer qualify for absences where the employee's absence requires that skill.

Select Skill: Check the box(es) for any skills that this Substitute has. In this example, "Spanish" is selected, allowing the substitute to see/hear about any absence for an employee that requires a "Spanish" sub. Note: The more skills you give to substitute, the more absences the substitute could potentially qualify for.

Click ***Apply Changes*** to save.

November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Edit Apply Changes Cancel

Skill Description	Skill Expiration	Substitute Has Skill
Certified Teacher		☑
Spanish		☑

Edit Apply Changes Cancel

This substitute now qualifies for any employee's absence where the employee "Must Have", or "Should Have" (before the Lead Time expires) a substitute with the "Spanish" skill.

In Summary

It might help to think of Skill Matching as "Characteristic" Matching. In our example, it may make more sense to think of "Math" as a skill, but "Teacher" isn't really a "skill" in the dictionary sense of the word. Here is a summary of some of the ways that Skill Matching has been used.

1. You have a nurse on the system. The only person who can substitute for a nurse is someone who is also a nurse. So, you can create a skill called "Nurse," and check that skill in the "Must Have" column on the nurse's record. That way, only substitutes to whom you give the skill of "Nurse" can replace that employee.

2. You have 2 main groups of people: certificated teachers, and aides. Accordingly, your master list of substitutes consists of 2 main groups: subs who replace certificated teachers, and subs who replace aides. So, you can create 2 skills –"Certificated" and "Aide" – and check whichever one applies in the "Must Have" column for each employee on the system. Then you simply give each substitute whichever skill applies to that individual.

3. You have a subject area that most subs will be able to do, but some cannot, such as PE. You could create a skill called "No PE" and assign it as a "Must Not Have" skill for all your PE teachers. Then, give "No PE" to those subs who cannot do PE. They will be disqualified from replacing your PE teachers because of skill matching.

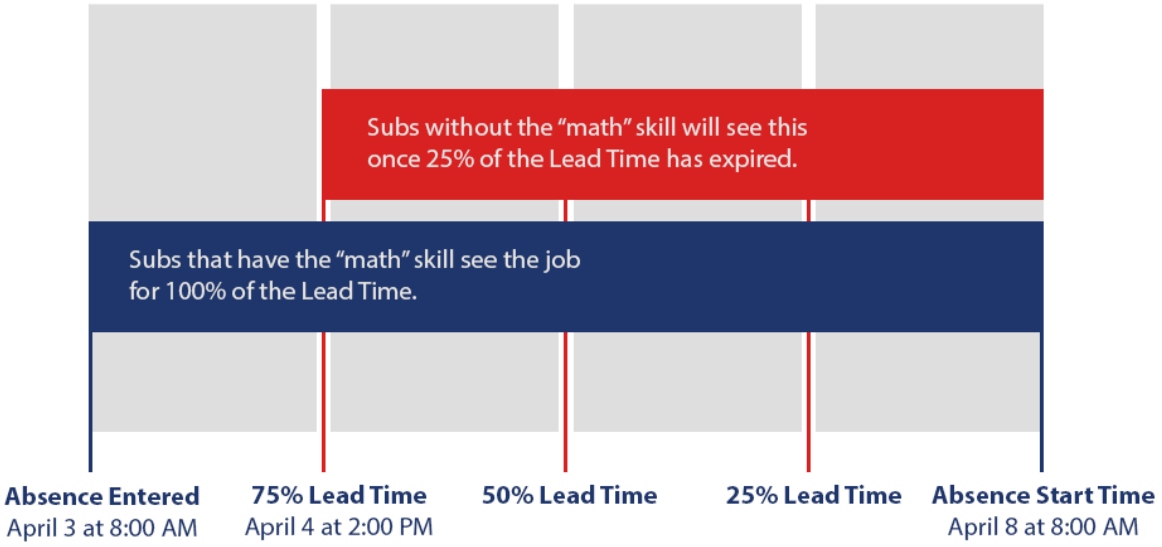
4. You have a subject area, such as Spanish, that really should have a specially qualified sub, but you can take other subs if time is running short. You could create a skill called "Spanish" (with Lead and Boundary Times that are appropriate) and assign it as a "Should Have" skill for your Spanish teachers. Then give "Spanish" to those subs who are specially qualified in Spanish. Then, those subs WITHOUT "Spanish" will not know about Spanish assignments until the Lead Time % of the Skill expires, or the Short Time Boundary has been crossed, while subs WITH "Spanish" do not have this limitation.

November - ©2012 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Let's see an absence entered 5 days in advance of the absence start time, with "Math" being used as a "Should Have" skill.

This absence is entered at 8 AM on 4/3 and will start at 8 AM on 4/8. Substitutes that do have the "Math" skill will be able to see this job, presuming that the substitute is on a "preferred substitutes" list that would allow them to see this job. Substitutes that do not have the "Math" skill cannot see this job yet, but they can eventually.

Once the "Lead Time %" has passed, in this case 25%, then the substitutes without the "Math" skill will be able to see this absence. 25% of the Lead Time of this absence will pass on 4/4 at 2 PM.

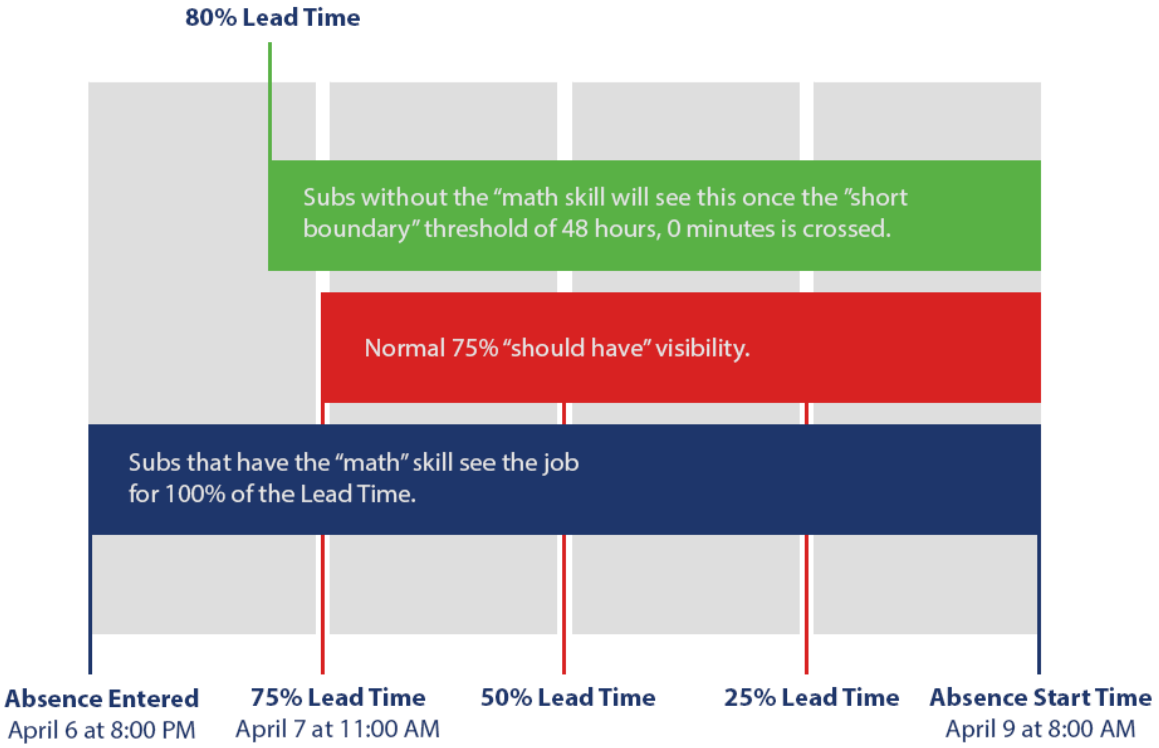


January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Let's say an absence is entered at 8 PM on 4/6 for 8 AM on 4/9, 2.5 days before the absence starts. When the absence is entered rather close to the start time of the absence, the "Short Lead Time Boundary" protects you.

Ordinarily, Aesop would not let a sub without the "Math" skill see this job until 25% of the Lead Time had expired (at 11 AM on 4/7)

Since 25% of the Lead Time would violate the "Short Boundary" (48 hours, 0 minutes), Aesop ignores the Lead Time percentage and enforces the "Short Boundary", letting substitutes without the skill of Math to see the job at 8 AM on 1/21, 3 hours sooner.

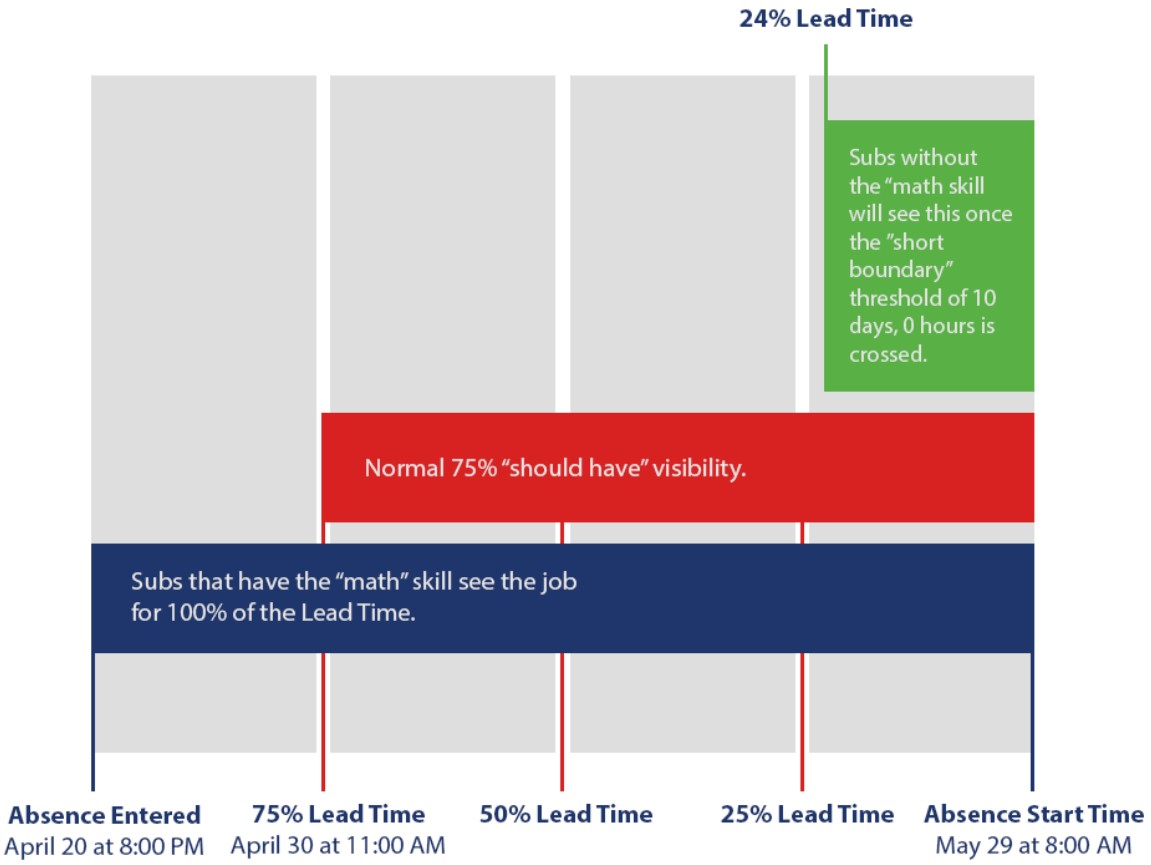


January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Let's say an absence is entered at 8 PM on 4/20 for 8 AM on 5/29, 39 days before the absence starts. When the absence is entered rather far in advance of the start time of the absence, the "Long Lead Time Boundary" protects you.

Ordinarily, Aesop would let a sub without the "Math" skill see this job once 25% of the Lead Time had expired, 29 days ahead of the start time.

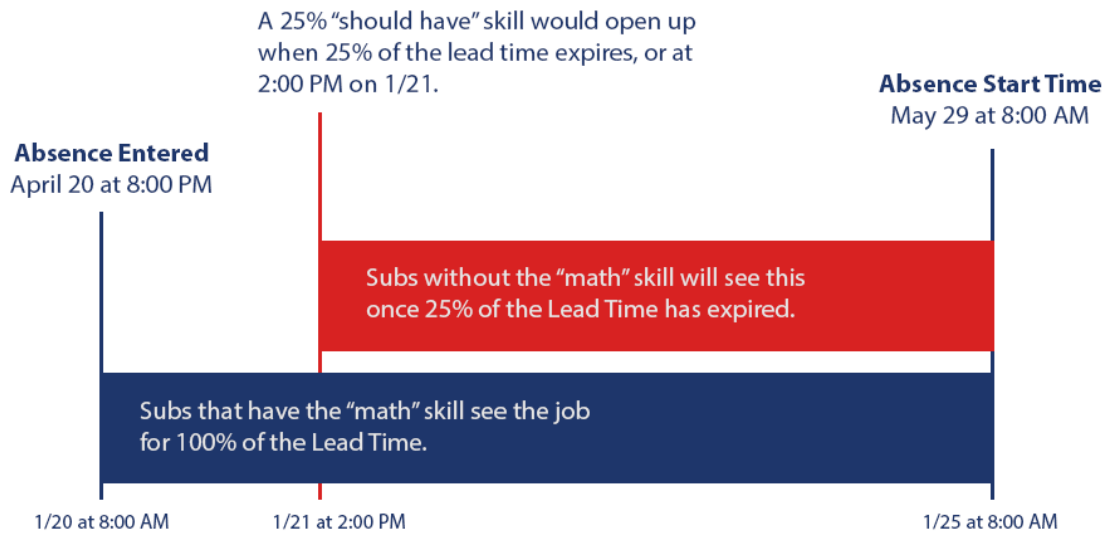
However, the Long Boundary limits subs without the Should Have skill of "Math" to seeing this absence a maximum of 10 days, 0 hours in advance, a difference of 19 days.



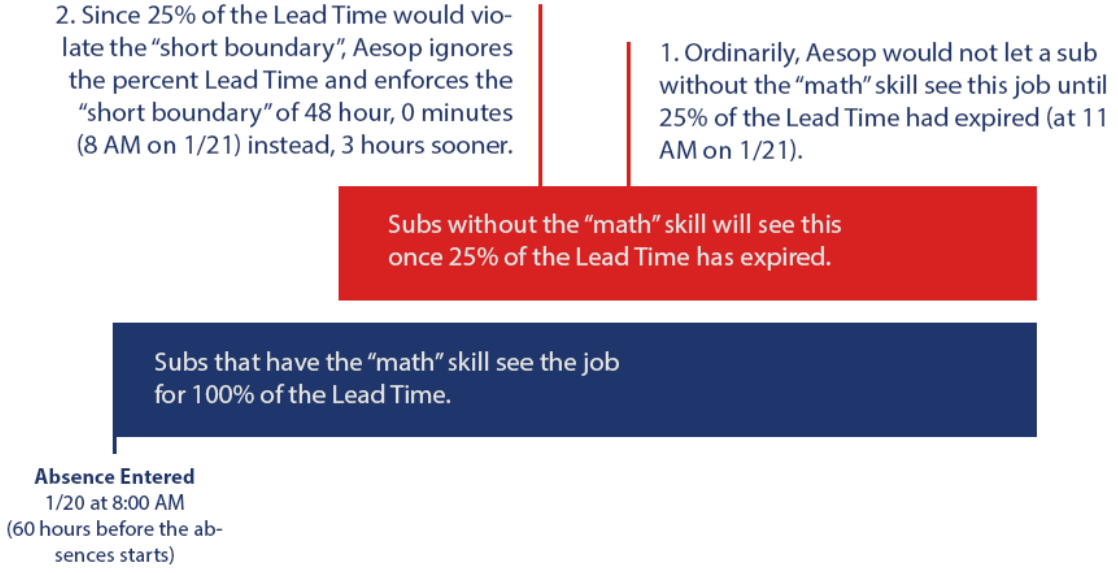
When the absence is entered rather close to the start time of the absence, the "Short Lead Time Boundary" protects you. Let's say an absence is entered at 8 PM on 1/20 for 8 AM on 1/23, 2.5 days before the absence starts.

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Let's look at "Should Have" skills in a different way. First, let's see an absence entered 5 days in advance of the absence start time, with "Math" being used as a "Should Have" skill.

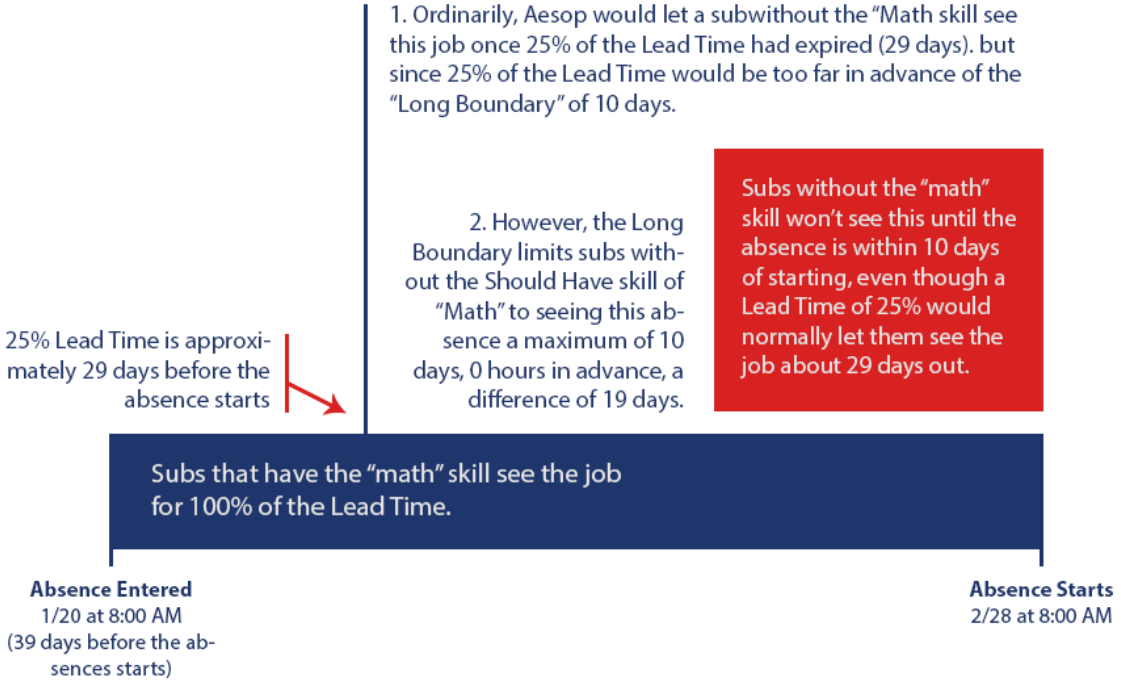


When the absence is entered rather far in advance of the start time of the absence, the "Long Lead Time Boundary" protects you. Let's say an absence is entered at 8 PM on 1/20 for 8 AM on 2/28, 39 days before the absence starts.



January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

When the absence is entered rather far in advance of the start time of the absence, the "Long Lead Time Boundary" protects you. Let's say an absence is entered at 8 PM on 1/20 for 8 AM on 2/28, 39 days before the absence starts.



January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Preference Lists

FRONTLINE™ TECHNOLOGIES

March - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Summary

Aesop allows the administrators and employees to specify certain subs as preferred, thus giving them preference over others. These preferred subs are contacted first and have the ability to view jobs online before their peers, depending on visibility settings. Substitutes also have the ability to create a list of schools where they prefer to work. The substitute's Preferred School List is subordinate to the schools' and employees' preferred lists; thus, if a sub is excluded from a school/employee they will not be able to view those jobs even though they have selected that school.

The Visibility Concept

The Substitute's Visibility (ability to see jobs) is determined by what Employee or School Preference Lists they are on. If the sub is on the Employee's preference list then they will have the highest percentage of visibility.

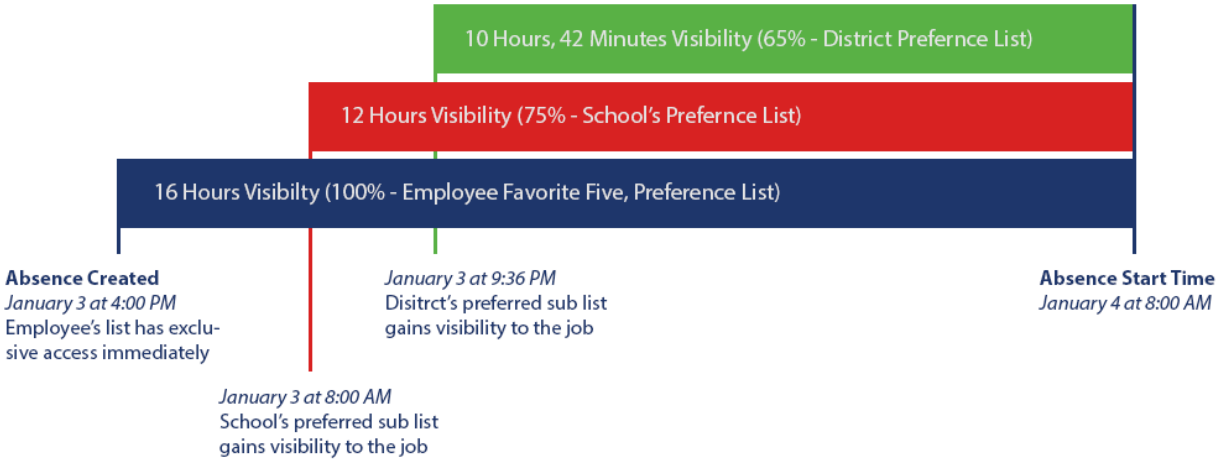
1. **Best Match:** Employee's preferred or "favorite five" substitute (Highest Visibility %)
2. **Second Best Match:** School's preferred substitute (Lower Visibility %)
3. **The Rest:** District level (non-preferred substitute) (Lowest Visibility %)

The specific percentages for each preference list can be determined by the district

Lead Time is a key concept when dealing with visibility. Lead time is calculated as the time difference between when the absence is entered and the time that the absence starts.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Example: "Ellen" the employee creates an absence at 4:00 p.m. on January 3rd, and her absence starts at 8:00 a.m. on January 4th. This gives the system exactly 16 hours and 0 minutes of lead time.



1. Ellen's list of favorite or preferred subs would have visibility for 100% of the lead time. The employee's preferred sub would have access to the job beginning at 4:00 p.m. on Jan 3.

2. In our example, the school's favorite subs have been configured to see the jobs for only 75% of the lead time. 75% of 16 hours is 12 hours. School's preferred subs would begin to have access to the job at 8:00 p.m., 12 hours before the absence starts.

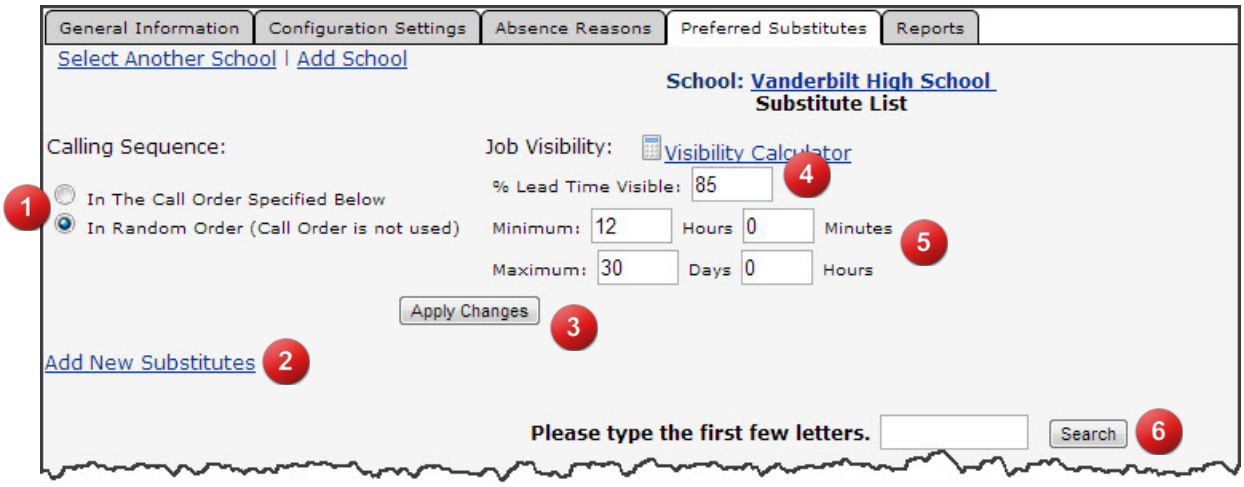
3. District preferred subs have been configured to have access to the job for 65% of the lead time. In this case, they would begin to see the job 10 hours and 24 minutes before it starts, or at 9:36 p.m.

Percent Visibility: For more information on the concept of Percent Visibility check out the Topical Guide in your Training and Reference Materials

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

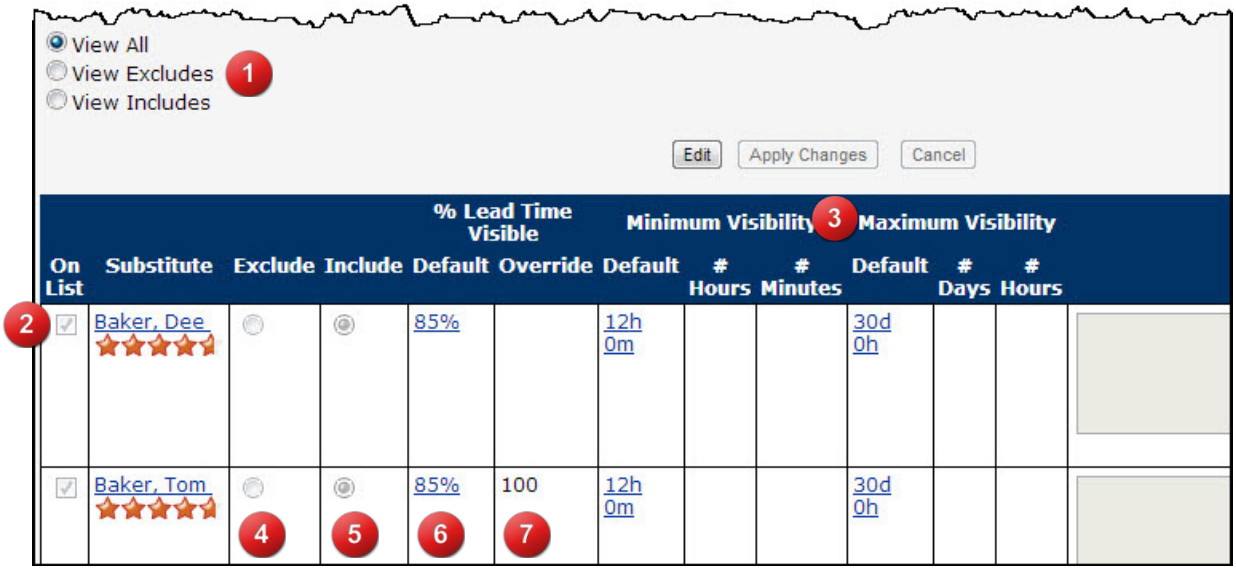
School's Preferred Substitutes List

This list includes the preferred substitutes or those excluded. You can manage when subs can view jobs via the Job Visibility. Individual visibility overrides are available also. From a school's profile click the ***Preferred Substitutes*** tab.



1. Set the preference list to be called in Call Order or Random Order
2. Click here to add new subs to the preference list
3. This ***Apply Changes*** button will apply the changes for the settings above it
4. The default Visibility Percentage for this preference list
5. Minimum and Maximum visibility settings
6. Search for a specific sub by last name.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. Change the view to only see Excludes or Includes
2. Mark this box to choose sub to add to the preference list
3. Adjust Minimum Visibility and Maximum Visibility settings
4. Exclude the sub from seeing jobs at this school
5. "Include" adds the substitute to the school's preferred sub list
6. Default Visibility Percentage for this preference list
7. An override percentage can be entered per substitute

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Job Visibility

You can set a default for the list and override individual subs if necessary. These settings apply only to a particular sub's access to this school or schools/employees grouped under this selected school.

By overriding a sub's visibility with low values you can also set up subs that are not excluded, but who are one step away from it. That is, they can go there, but only as the job gets near to its start time.

You can also EXCLUDE a sub from viewing jobs from this particular school. Simply click in the circle under the EXCLUDE column instead of the Include column.

				% Lead Time Visible		Minimum Visibility			Maximum Visibility			Comments
On List	Substitute	Exclude	Include	Default	Override	Default	# Hours	# Minutes	Default	# Days	# Hours	
☑	Baker, Dee ★★★★½	○	◉	85%	20	12h 0m	6	0	30d 0h	5	0	

A sub with override visibility settings entered. These setting will override the default visibility settings for this preference list. In this case 20% would be the visibility percentage for this sub rather than 85%

Adding a New Substitute to a School Preferred Sub List

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)

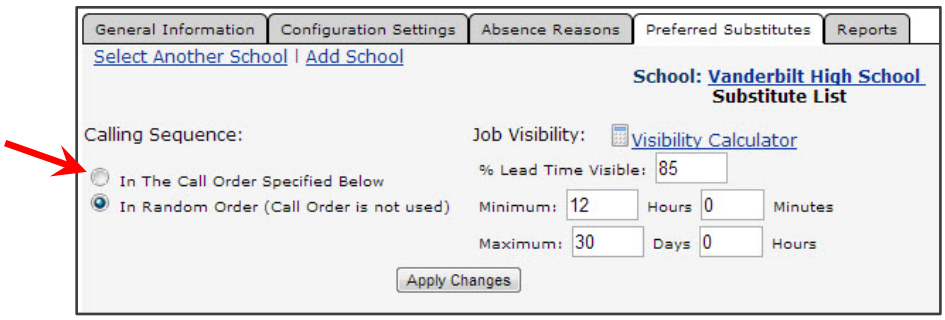
3. Click the "On List" box to select the substitute
4. Select either Exclude or Include
5. Enter override settings if you wish to override the default visibility
6. Click the ***Apply Changes*** button to save*
7. Repeat Steps 2-6 for additional substitutes

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

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Setting a Preference List to Call Order

On a preference list you have the option to set Aesop to call the subs in a specific order rather than randomly. This wouldn't typically be recommended but can be needed in certain situations.



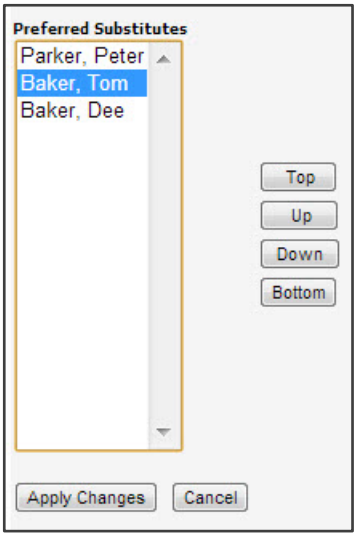
In the Calling Sequence setting change the radio button from "In Random Order" to "In The Call Order Specified Below."

Then click ***Apply Changes*** to save.

After clicking "Apply Changes" you will see a link that says "Reorder" in the Call Sequence setting. Click this link to open up the tool to change the call order.

To change the call order highlight the substitute's name and use the buttons on the right to move them up or down the list or to the top or bottom.

Click ***Apply Changes*** when you are done.

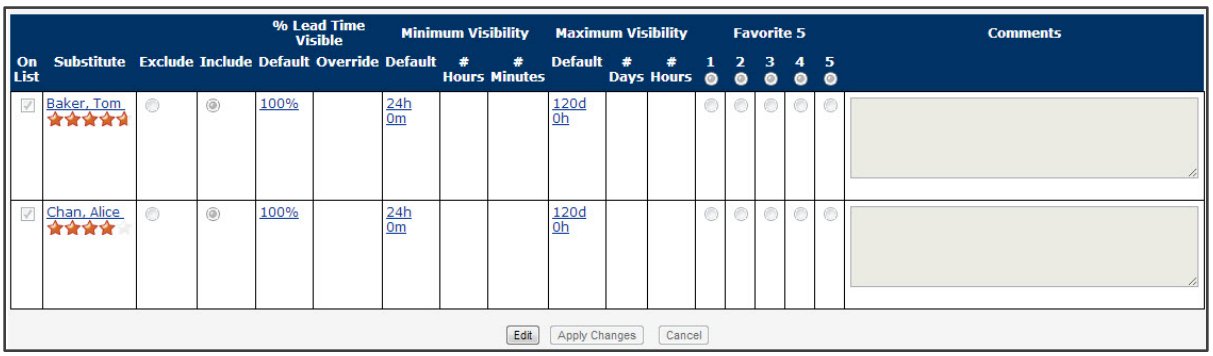


April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Employee's Preferred Substitute List

Adjust an individual employee's Preferred Substitute List.

From an employee's profile click the ***Preferred Substitutes*** tab.



On List	Substitute	Exclude	Include	% Lead Time Visible Default	% Lead Time Visible Override	Minimum Visibility Default	Minimum Visibility # Hours	Minimum Visibility # Minutes	Maximum Visibility Default	Maximum Visibility # Days	Maximum Visibility # Hours	Favorite 5 1	Favorite 5 2	Favorite 5 3	Favorite 5 4	Favorite 5 5	Comments
☑	Baker, Tom ★★★★½	○	◉	100%		24h 0m			120d 0h			○	○	○	○	○	
☑	Chan, Alice ★★★★☆	○	◉	100%		24h 0m			120d 0h			○	○	○	○	○	

Edit | Apply Changes | Cancel

Adding A New Substitute to an Employee Preferred Sub List

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)

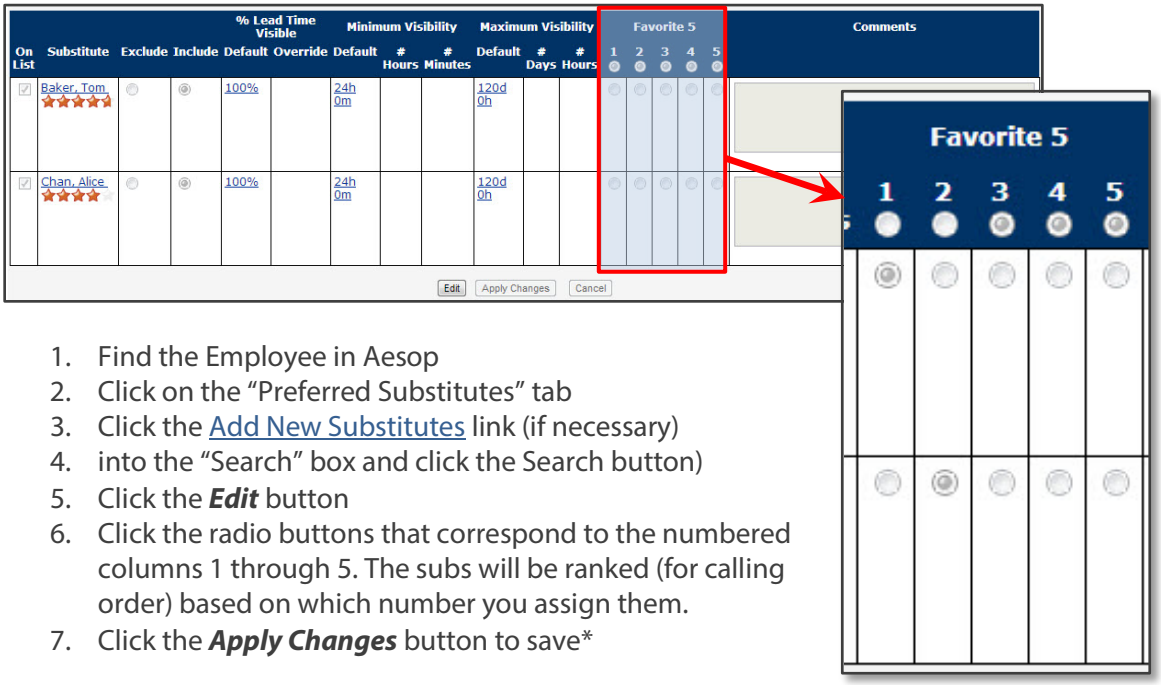
3. Click the "On List" box to select the substitute
4. Select either Exclude or Include
5. Enter override settings if you wish to override the default visibility
6. Click the ***Apply Changes*** button to save*
7. Repeat Steps 2-6 for additional substitutes

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

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Favorite Five

Employees who have been given the ability to create a substitute preference list will now also be able to select five favorite substitutes to be notified instantly when an absence is entered. Shortly after you enter an absence, all five of your favorite substitutes will receive an email about the job (if they have an email address in the system). They will also receive a phone call offering them your absence during the first available evening call period.



1. Find the Employee in Aesop
2. Click on the "Preferred Substitutes" tab
3. Click the Add New Substitutes link (if necessary)
4. into the "Search" box and click the Search button)
5. Click the ***Edit*** button
6. Click the radio buttons that correspond to the numbered columns 1 through 5. The subs will be ranked (for calling order) based on which number you assign them.
7. Click the ***Apply Changes*** button to save*

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

Call Order and Favorite Five selections

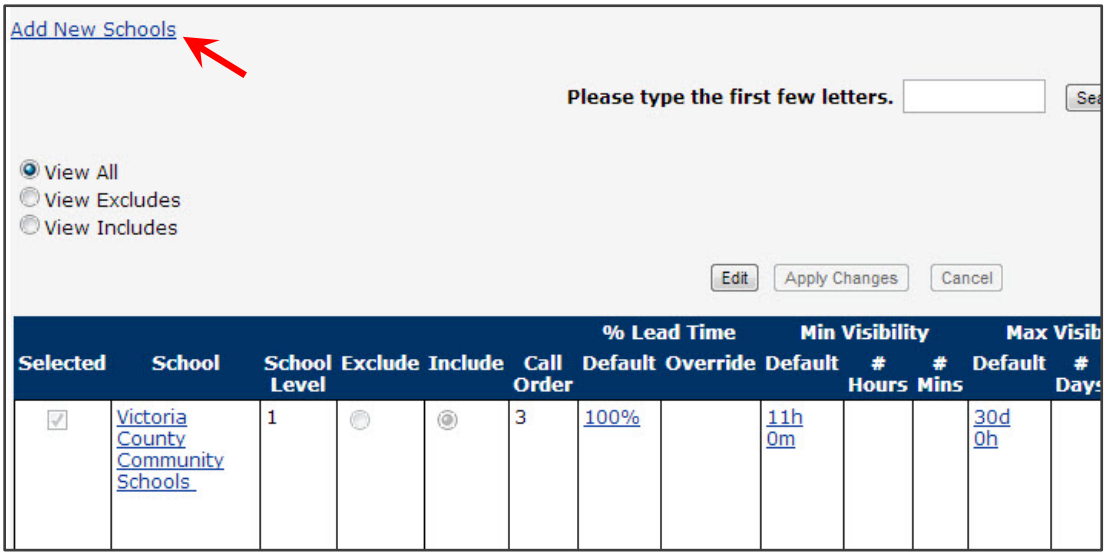
If "Call Order" is being used instead of "Random Order", you will not see the Favorite Five list and Aesop will treat the substitutes listed 1 through 5 in the call order as the Favorite Five substitutes.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

School Preferred Sub Lists from the Sub's Record

View or edit the schools who have added this substitute to their Preferred Substitute's List.

Adjust an individual substitute's School Preferred Substitute List



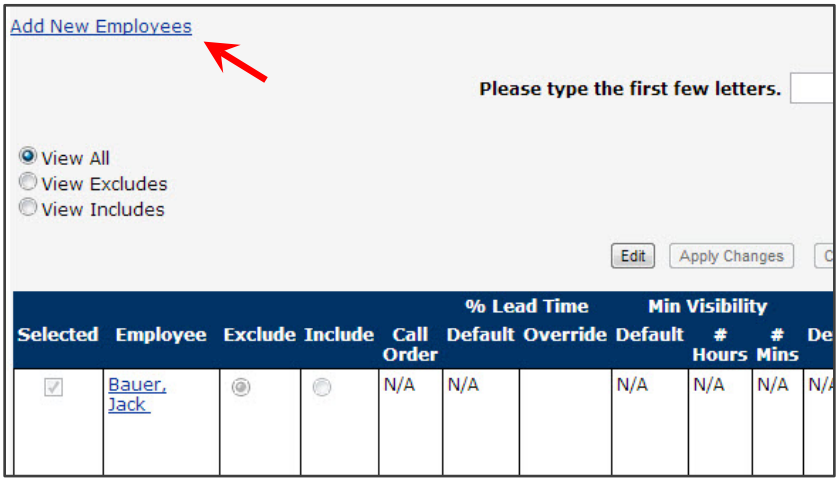
1. Click Add New Schools
2. Click "Selected" box by the school(s)
3. Click Exclude or Include
4. Adjust Override Visibility (if necessary)
5. Click ***Apply Changes*** to save

Employee Preferred Sub Lists from the Sub's Record

View or edit the employees who have added this substitute to their Preferred Substitute's List.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

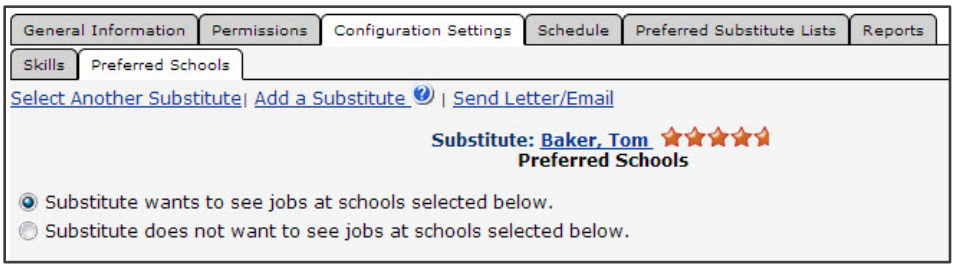
Adjust an individual substitute's Employee Preferred Substitute List



1. Click Add New Employees
2. Click "Selected" box by the employee's name
3. Click Exclude or Include
4. Adjust Override Visibility (if necessary)
5. Click ***Apply Changes*** to save

Substitute's Preferred School List

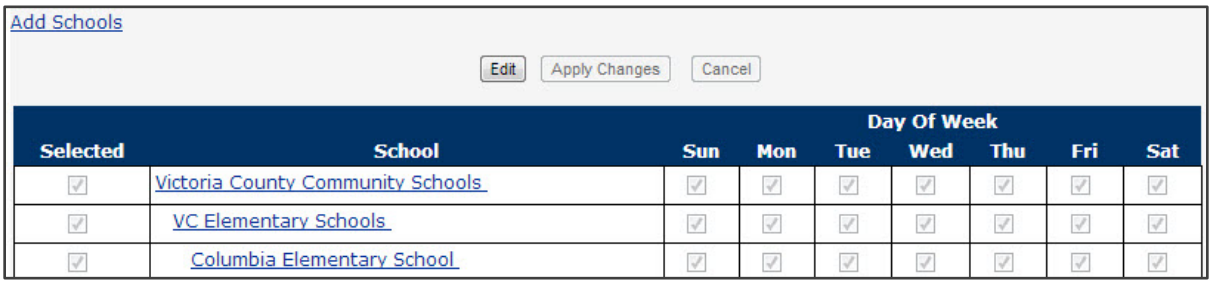
The sub's Preferred School List enables a sub to state which schools he/she would like to work. The substitute's Preferred School List is subordinate to the schools' and employees' preferred lists; thus, if a sub is excluded from a school/employee they will not be able to view those jobs even though they have selected that school.



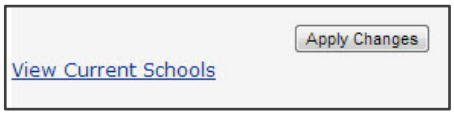
First, determine how you want Aesop to use this list. You can tell Aesop that you're creating a list of schools where you DO want to go, or a list of schools where you DON'T want to go.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Then, click Add Schools link.



1. Click the Selected column by the school(s) you wish to add
2. Check the days you wish this to apply (if necessary)
3. Click ***Apply Changes*** to save
4. Click View Current Schools



Substitute Preferred School Selection: Remember, Aesop will use the schools on this list whichever way you set up in the first step above. For example, if there is one school on this list, then that school is either: 1.) the only school where sub will go, or 2.) it's the *only* one where he won't go, depending on the above selection.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Administrator Permissions

FRONTLINE™ TECHNOLOGIES

April - ©2013 Frontline Technologies, Inc.

Confidential - Information in this document should not be distributed unless explicitly authorized.

Summary

There are two types of administrator permissions: Web Navigator (Org User) permissions and Principal (Campus User) permissions. Web Navigator permissions allow you to give someone access to the Web Navigator while limiting what that person can do and see, as well as limiting which schools and employee types that person has access to. Principal permissions allow you to modify what Campus Users can and cannot do through their Web site as well as what schools and employee types they have access to.

Organization Users and Campus Users

There are two types of users you can create permissions for, Campus Users and Organization Users.

Campus Users

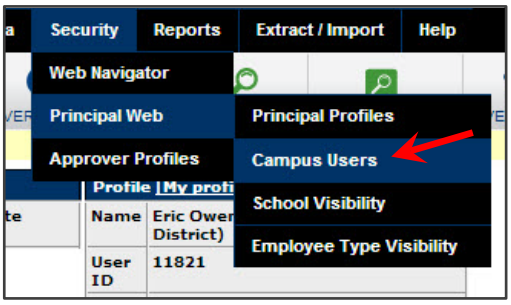
Campus Users are typically principals or secretaries who will need school access. These users will log into www.aesoponline.com with their ID and PIN.

Organization Users

Org Users are district level users who will need access to the Web Navigator. These users will log into www.frontlinek12.com/navigator.

The setup for these users is very similar although the permissions themselves will be different. Here we will look at the steps to set up a Campus User. You would follow the same steps to set up an Org User.

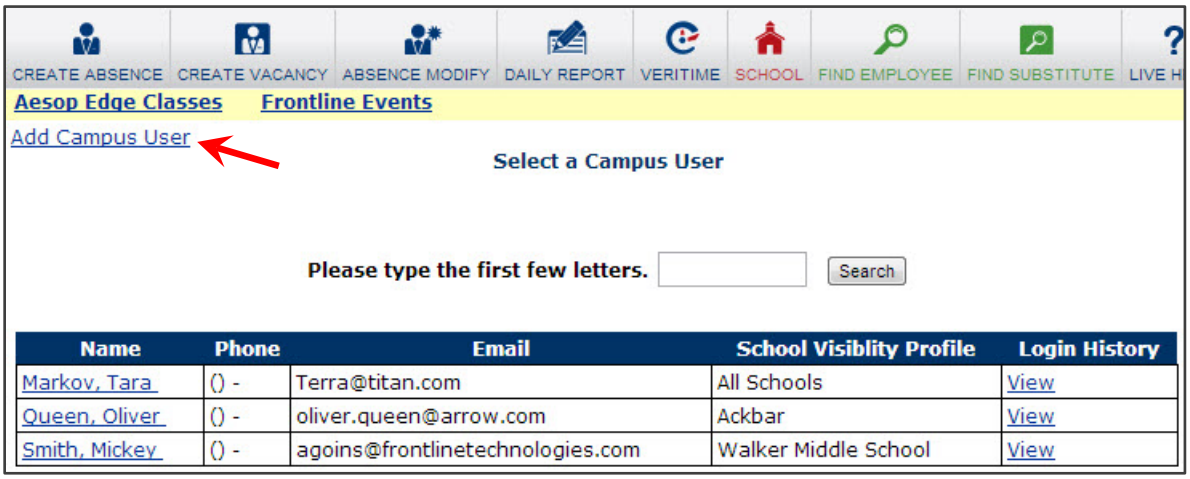
Creating a Campus User



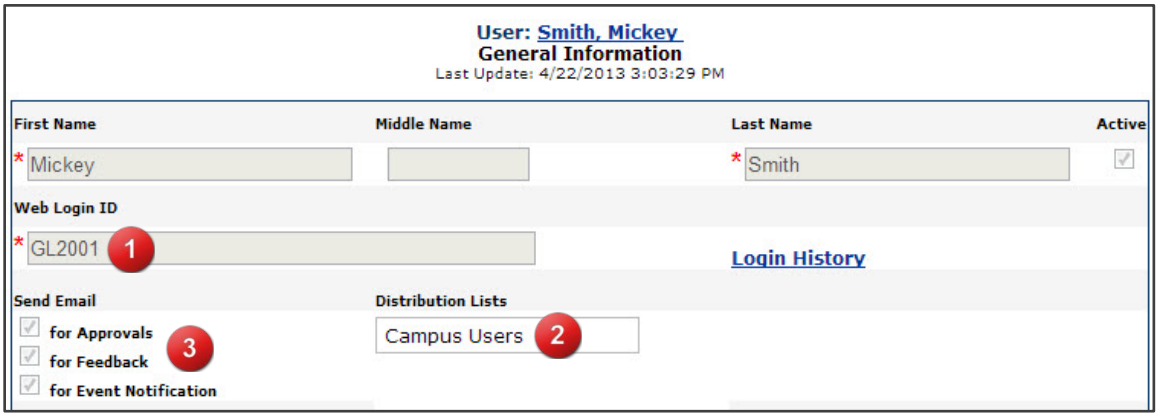
In this guide we will first look at how to add a new Campus User then we will cover creating and assigning the Permission and Visibility Profiles.

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

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



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



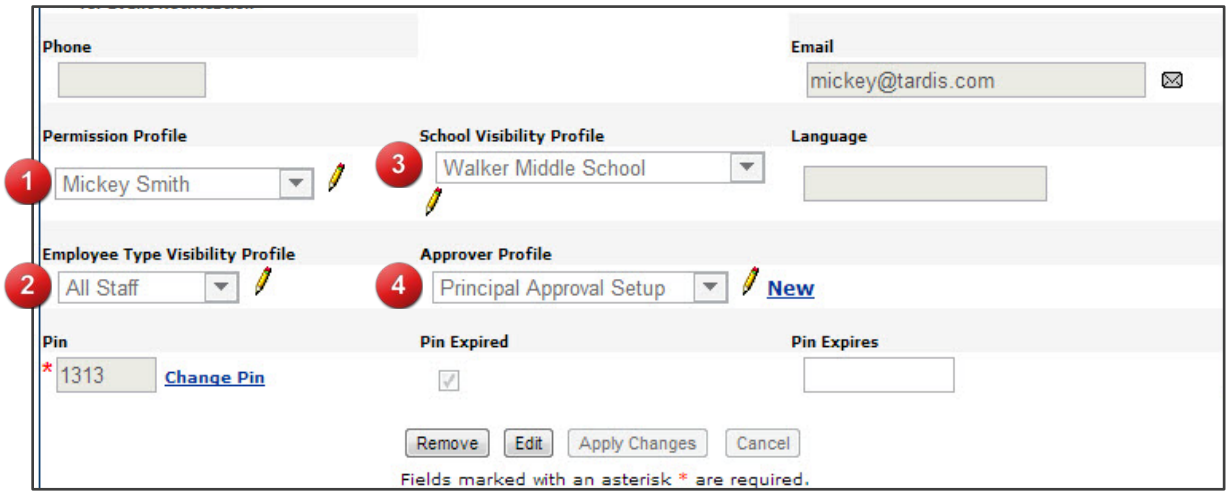
1. **Web Login ID:** This ID will be used with the PIN for the Campus User to log into Aesop. It can be alphanumeric and must be unique across all Aesop districts.

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

3. **Send Email:** Choose what events the Campus User should receive email notifications for.

   > **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

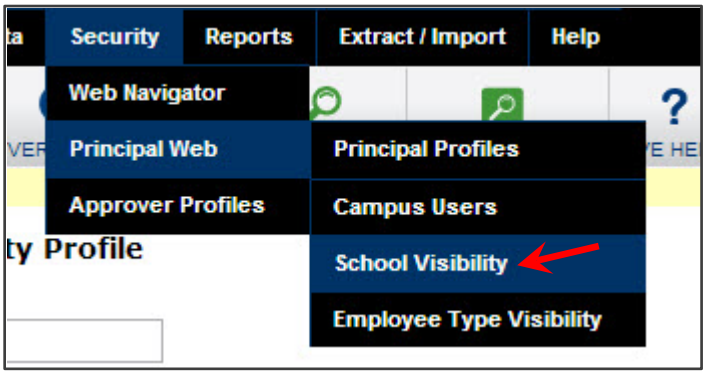
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. **Permission Profile:** Select the set of permissions that you want this Campus User to have.
2. **Employee Type Visibility Profile:** Select the profile for which employee type you want this Campus User to see.
3. **School Visibility Profile:** Select the profile for which schools you want this Campus User to see.
4. **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.

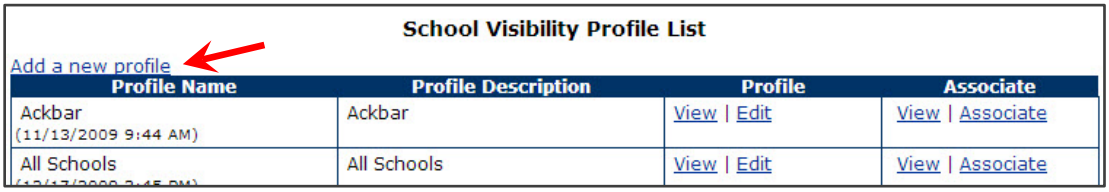
Create a School Visibility Profile

To get to the School Visibility Profile List go to ***Security*** > ***Principal Web*** > ***School Visibility***.

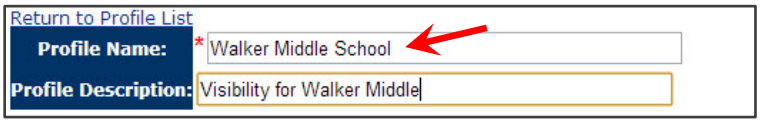


April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

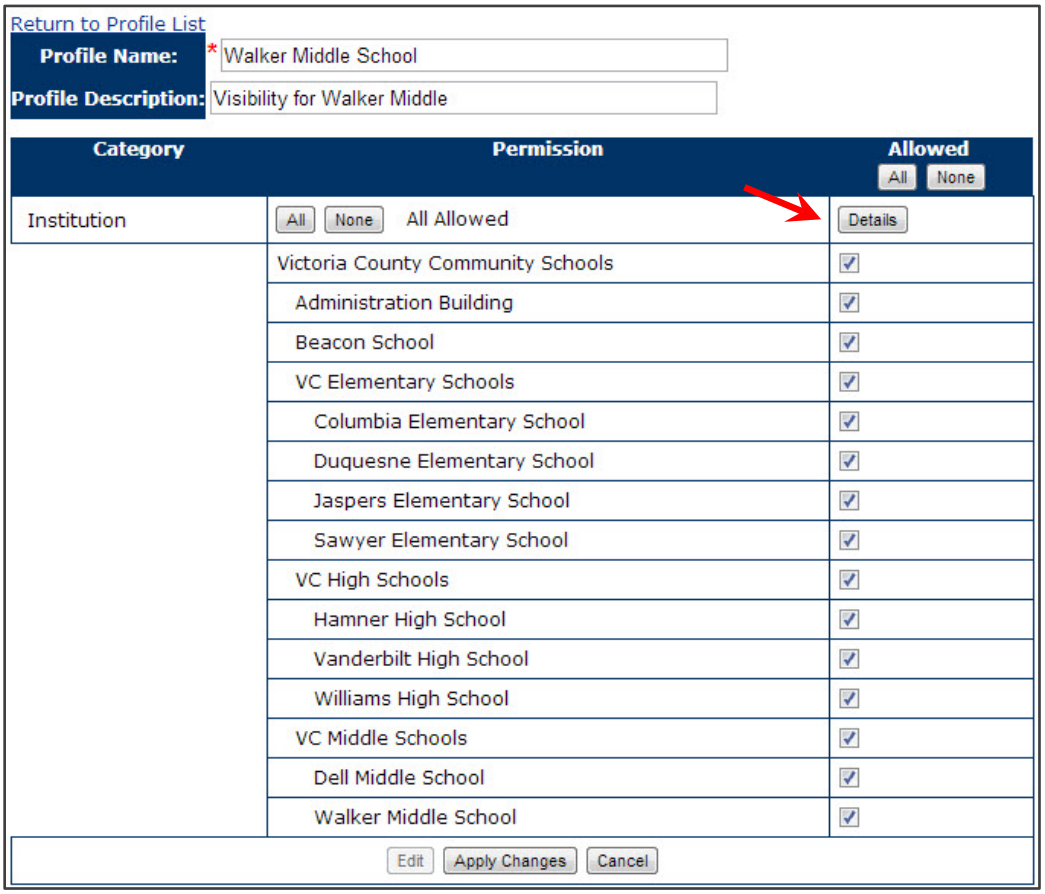
To create a new School Visibility Profile click the link Add a New Profile.



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



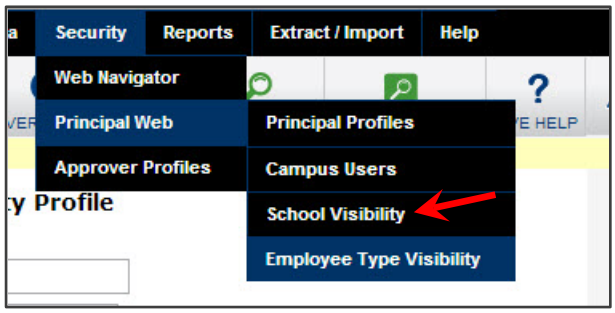
Click the ***Details*** button to choose specific schools.



Be sure to ***Apply Changes*** when finished.

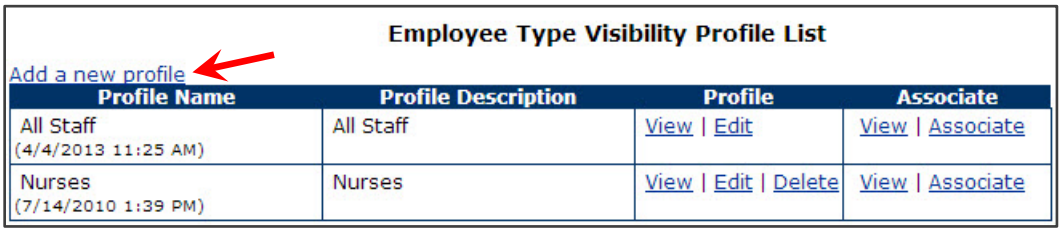
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Create an Employee Type Visibility Profile

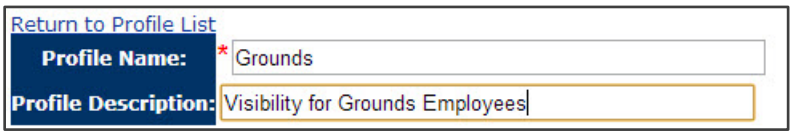


To get to the Employee Type Visibility Profile List go to ***Security > Principal Web > Employee Type Visibility***.

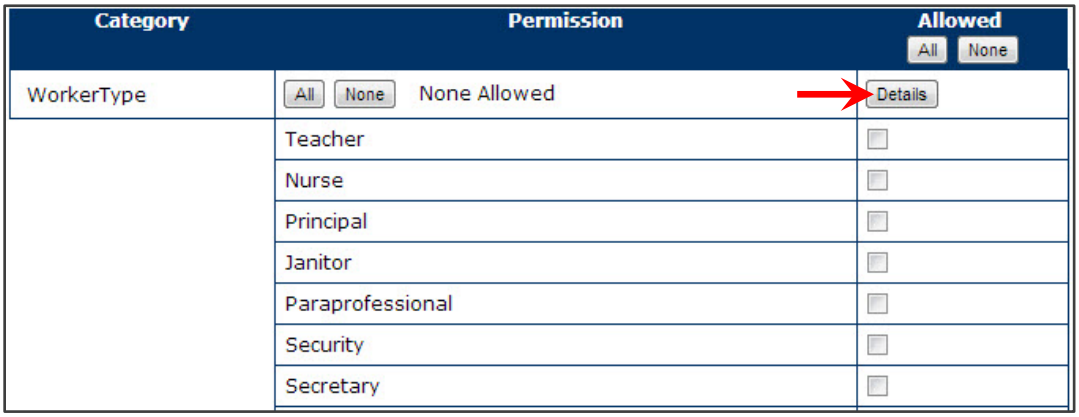
To create a new Employee Type Visibility Profile click the link Add a New Profile.



Name the profile and give it a description:



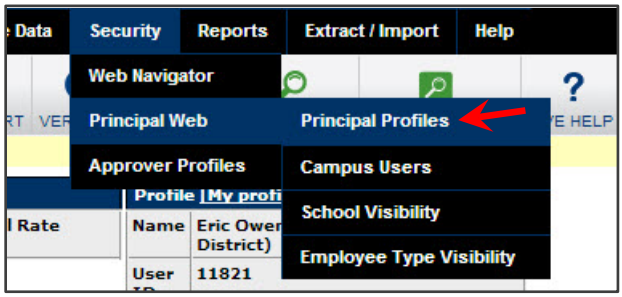
Click ***Details*** to expand the list of Employee Types:



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.

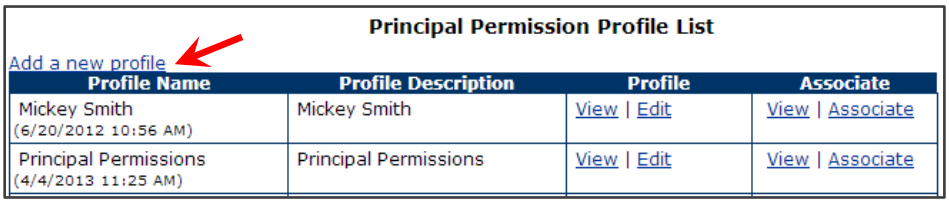
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Create a Permission Profile

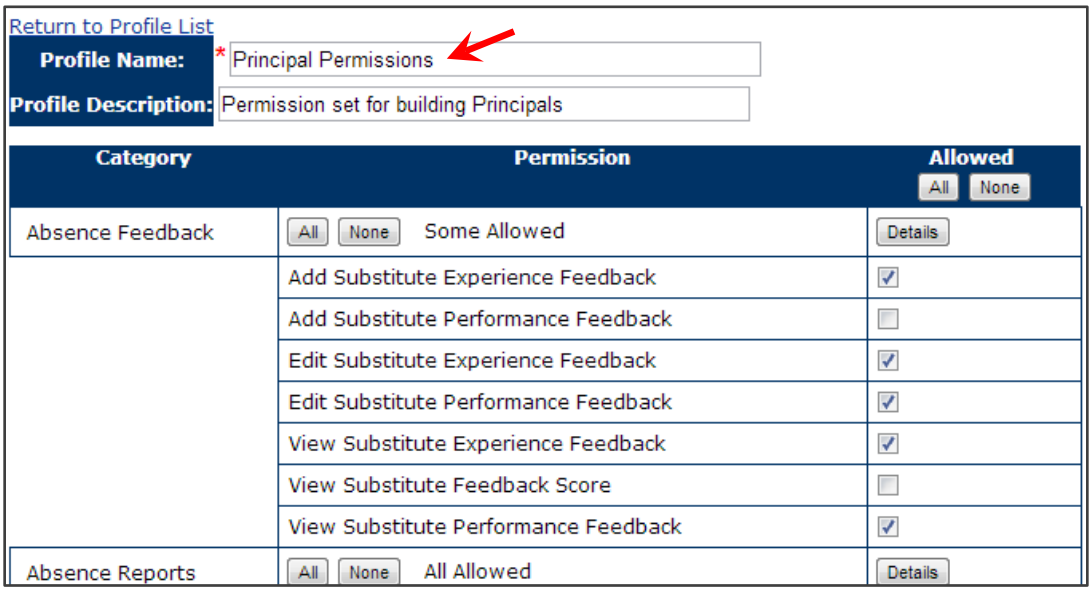


To get to the Principal Permission Profile List go to ***Security*** > ***Principal Web*** > ***Principal Profiles***.

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 "Principal Permissions". You might also choose to name the profile for specific permissions that are granted within, like "Principals that can approve".



Note: For a comprehensive list of all permissions available to the Campus User and what each permission means, see the Topical Guide "Campus User Setup and Permissions" in the Web Navigator Training and Reference Materials.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

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

1 Category	2 Permission	3 Allowed All None
Absence Feedback	All None Some Allowed	Details
Absence Reports	All None All Allowed	Details

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

Category	Permission	Allowed All None
Absence Feedback	All None Some Allowed	Details
	Add Substitute Experience Feedback	☑
	Add Substitute Performance Feedback	☐
	Edit Substitute Experience Feedback	☑
	Edit Substitute Performance Feedback	☑

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

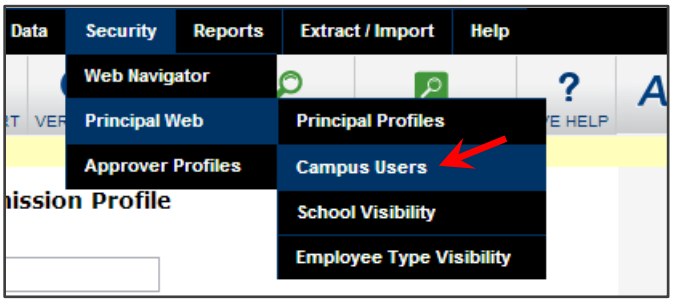
Click ***Apply Changes*** to save the permission profile.

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.

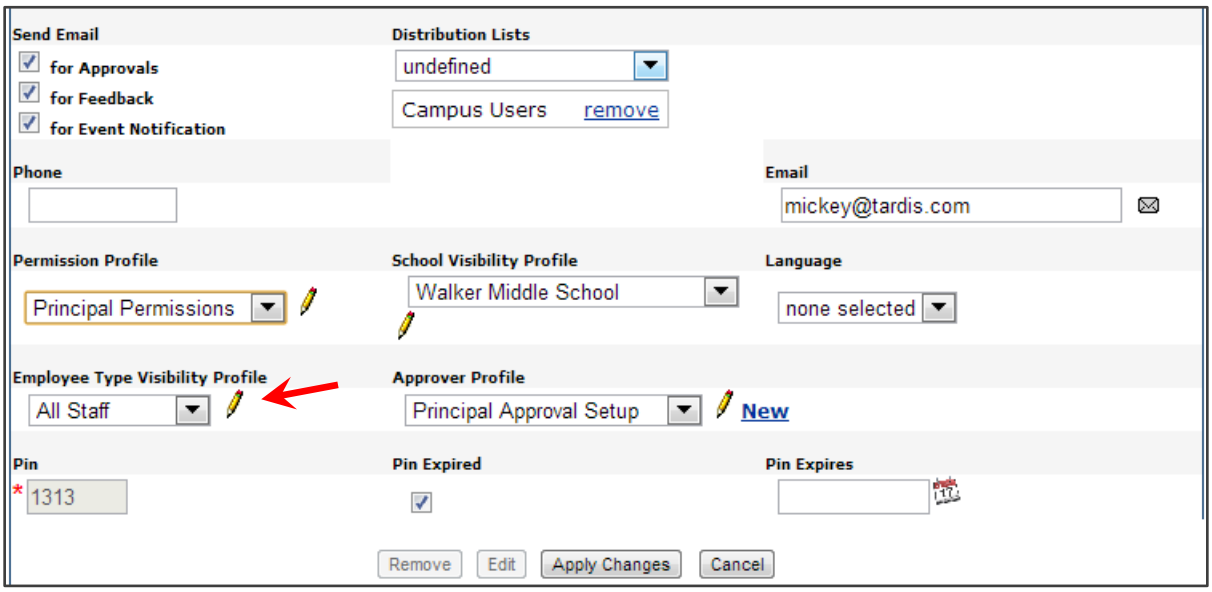
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

To get to the Campus Users go to ***Security*** > ***Principal Web*** > ***Campus Users***.



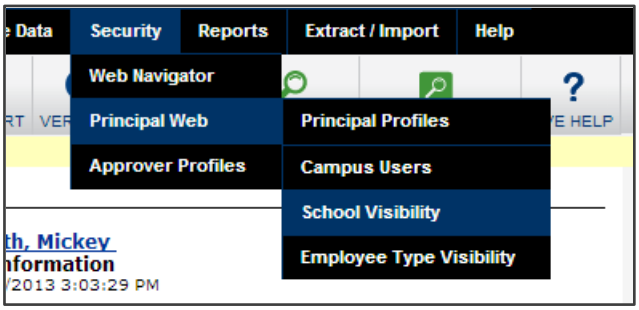
Click on the name of the Campus User you would like to review.

Click the ***Edit*** button on that Campus User's page and then you can select the proper profiles for that person. Then, choose the correct Permission, School Visibility and Employee Type Visibility Profiles for this Campus User.



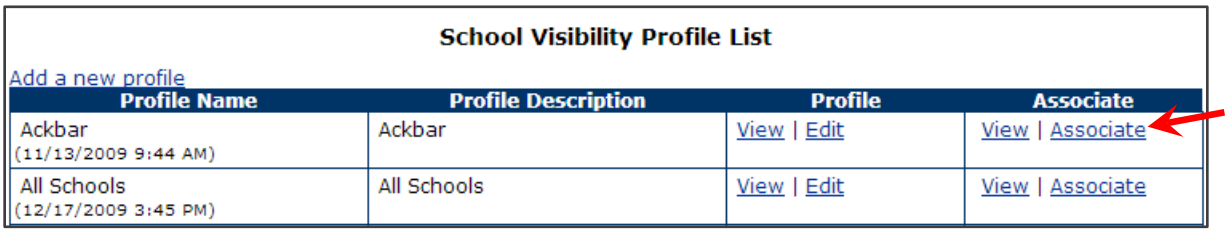
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

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*** > (choose which type of profile you want to associate Principal Profiles, School Visibility, or Employee Type Visibility).

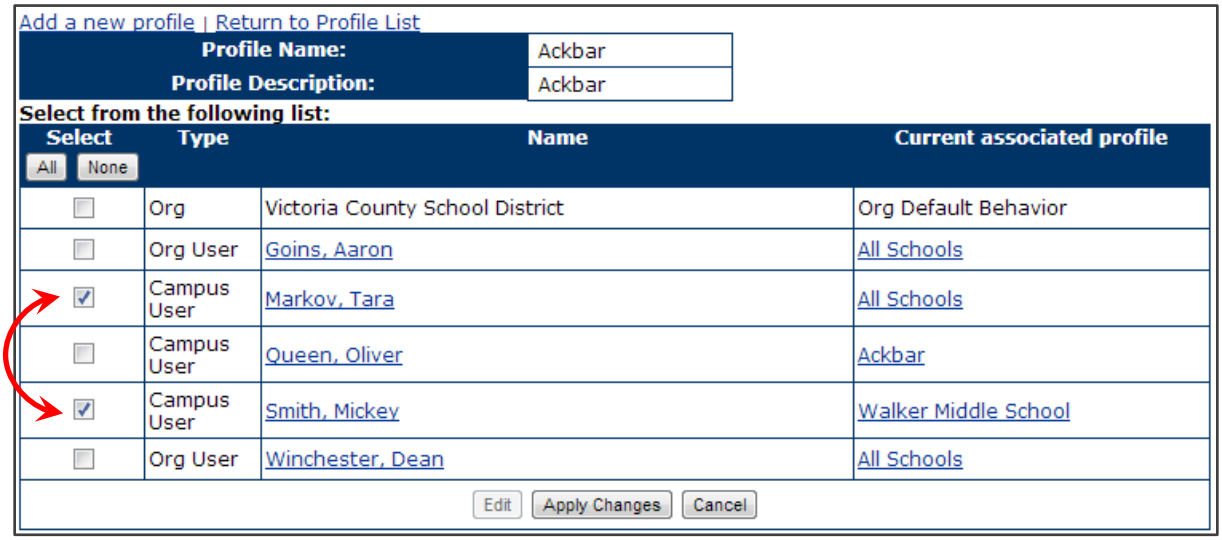


School Visibility Profile List

Add a new profile

Profile Name	Profile Description	Profile	Associate
Ackbar (11/13/2009 9:44 AM)	Ackbar	View | Edit	View | Associate
All Schools (12/17/2009 3:45 PM)	All Schools	View | Edit	View | Associate

Click the Associate link next to the profile you'd like to attach to Campus or Organization Users.



Add a new profile | Return to Profile List

Profile Name:	Ackbar
Profile Description:	Ackbar

Select from the following list:

Select (All / None)	Type	Name	Current associated profile
☐	Org	Victoria County School District	Org Default Behavior
☐	Org User	Goins, Aaron	All Schools
☑	Campus User	Markov, Tara	All Schools
☐	Campus User	Queen, Oliver	Ackbar
☑	Campus User	Smith, Mickey	Walker Middle School
☐	Org User	Winchester, Dean	All Schools

Edit | Apply Changes | Cancel

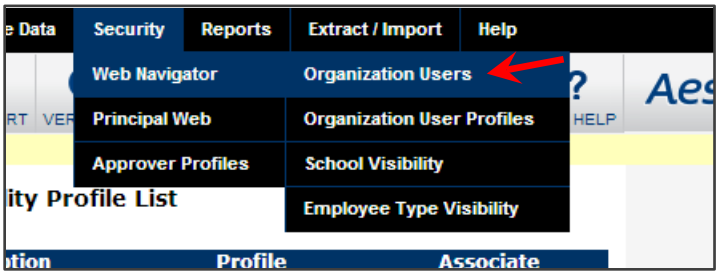
Choose the Campus Users you would like to associate this profile to by checking the boxes.

Click ***Apply Changes*** to save.

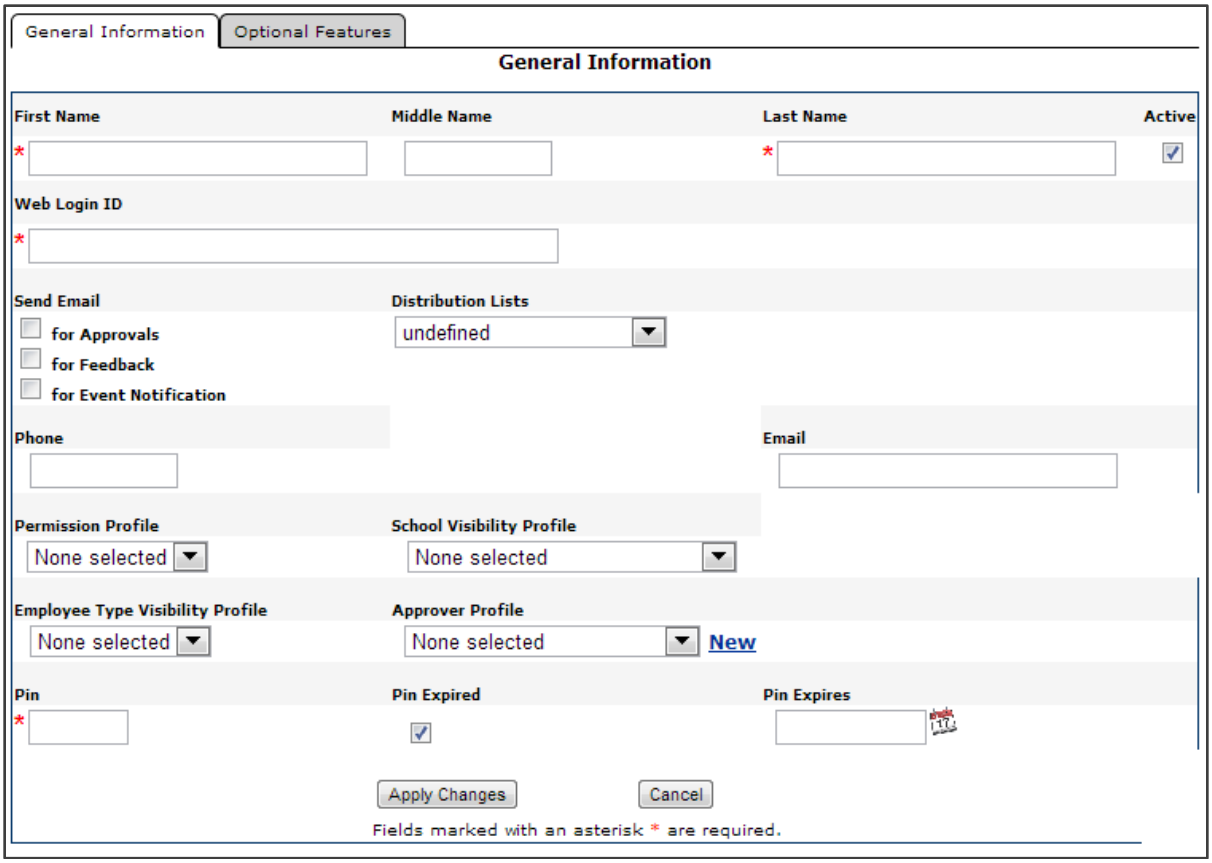
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Organization User Setup

In the previous pages we have covered the set-up of Campus Users and associated profiles to the Campus Users. The set up for Organization Users is the same except instead of going to ***Security*** > ***Principal Web*** you would go to ***Security*** > ***Web Navigator*** > (choose what you would like to create or edit).



Example of Organization User General Information page:



April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Absence Approval

FRONTLINE™ TECHNOLOGIES

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Summary

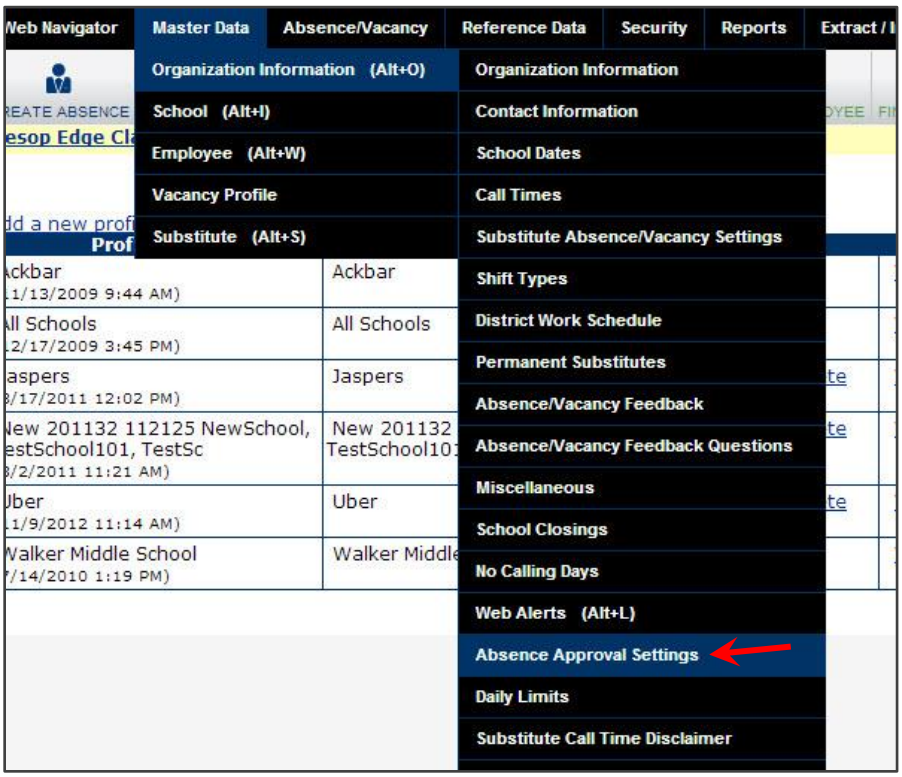
There are two types of administrator permissions: Web Navigator (Org User) permissions and Principal (Campus User) permissions. Web Navigator permissions allow you to give someone access to the Web Navigator while limiting what that person can do and see, as well as limiting which schools and employee types that person has access to. Principal permissions allow you to modify what Campus Users can and cannot do through their Web site as well as what schools and employee types they have access to.

Setting Up Absence Approval

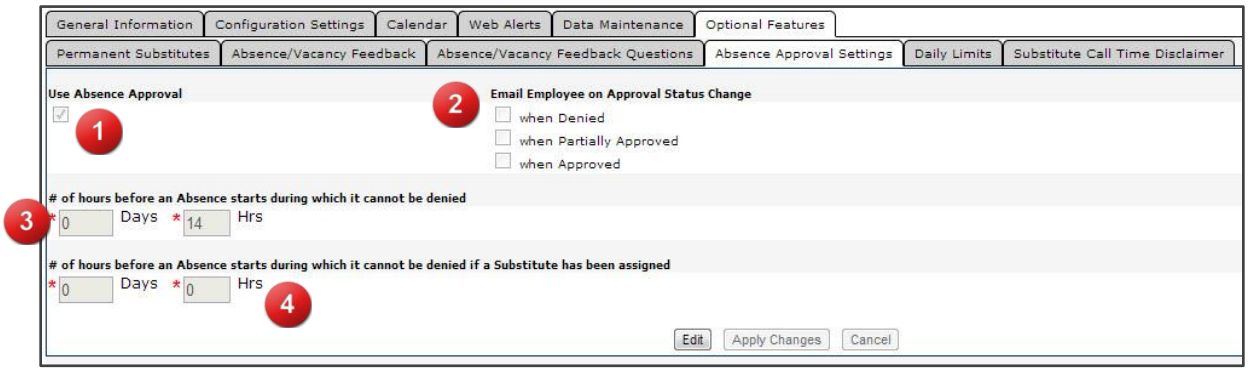
1. Absence Approval Settings
2. Absence Reason
3. Campus User Setup

Step 1: **Absence Approval Settings**

Location: ***Master Data > Organization Information > Absence Approval Settings***



April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



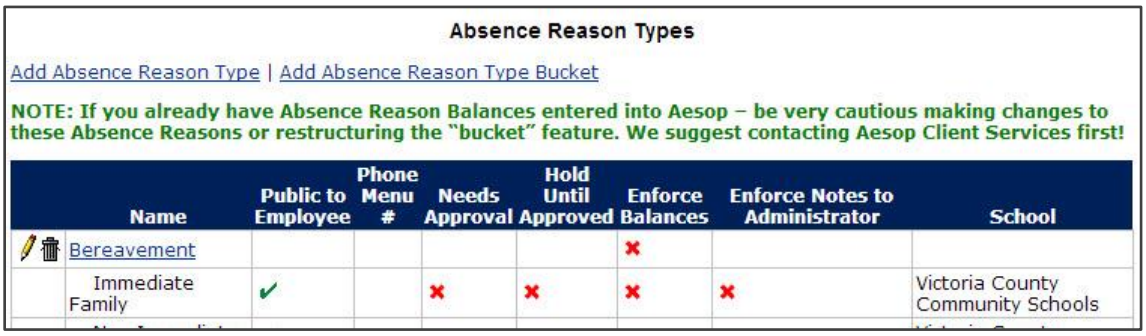
1. **Use Absence Approval:** this is the master switch and must be clicked to use the feature
2. **Emails:** these checkboxes control what type of approval status change emails the Employee will get
3. **Unfilled absence:** Aesop will not allow the approver to deny the absence if it is within the number of days/hours set here
4. **Filled Absence:** if a sub has already been assigned, Aesop will not allow the approver to deny the absence if it is within the number of days/hours set here

Step 2: Absence Reason

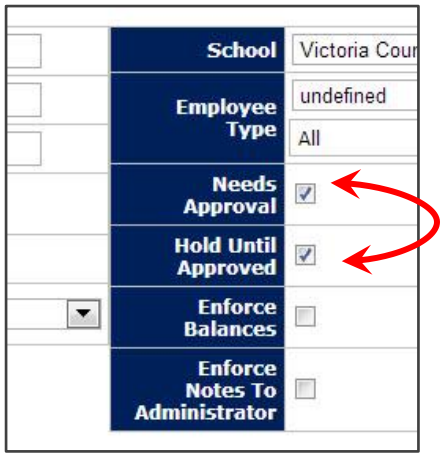
Location: ***Reference Data > Absence Reason***

Once you have clicked ***Use Absence Approval*** from Step 1 and clicked ***Apply Changes*** to save, additional options will appear on the Absence Reason screen.

The new options will be "Needs Approval" and "Hold Until Approved" (if you do not see these options right away try logging out and then back into Aesop).



April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



To select absence reasons that require approval:

- Click the Pencil to edit the absence reason that needs approval
- Click the box for Needs Approval
- Click the box for Hold Until Approved if you want Aesop to hold the absence from being filled until after it is approved
- Click ***Apply Changes*** to save

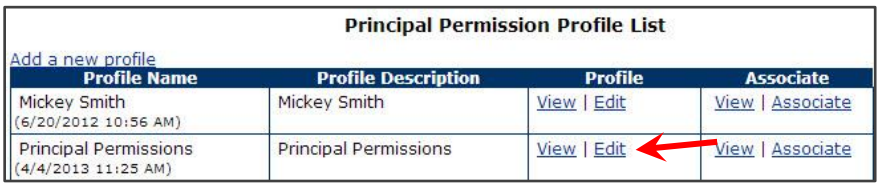
Repeat this process for all absence reasons that require approval.

Step 3: **Campus User Setup**

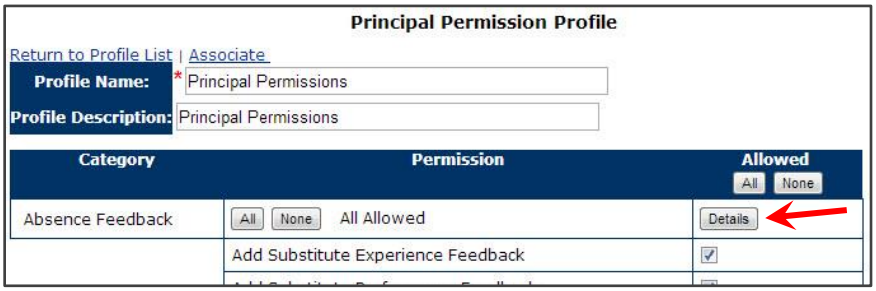
In order for your users to receive approval emails from Aesop they will have to be set up as Campus Users. For more info on how to create a Campus User see Chapter 11: Administrator Permissions. In this chapter we will look at what permissions you will have to check for the user to approve. We will also look at the creation of the Approver Profile.

Principal Permissions Profile

There are certain permissions that will need to be marked in the Campus User's permission profile in order for the Campus User to approve absences. To get to the permission profiles go to ***Security > Principal Web > Principal Profiles***.



j
Click Edit for the profile you would like to edit.



Click the Details button to expand the category and see the permissions.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

The two categories that are important to approvals are **Absence – Approved** and **Approve Absence**.

Absence - Approved	All None All Allowed	Details
	Absence Req. - Delete	☑
	Absence Req. - Edit	☑
Absence - Extracted	All None All Allowed	Details
Absence Processing	All None All Allowed	Details
Administrative	All None All Allowed	Details
Approve Absence	All None All Allowed	Details
	Approve/Deny Absence Request	☑
	Deny future days after Absence request has been filled	☑
	Deny regardless of denial cutoff settings	☑
	Deny Specific days	☑

Absence – Approved:

Controls absences that have already been approved and allows or denies the ability to Edit and/or Delete

Approve Absences:

"Approve/Deny Absence Request" - This permission is necessary to allow the Campus User to Approve.

"Deny future days after absence request has been filled" This permission controls if the approver can deny an absence AFTER a substitute has filled the absence.

"Deny regardless of denial cutoff settings" This permission controls the ability to allow an approver to override other denial settings at the Organization level.

"Deny Specific days" This permission allows the approver to deny a specific day within a multiple day absence.

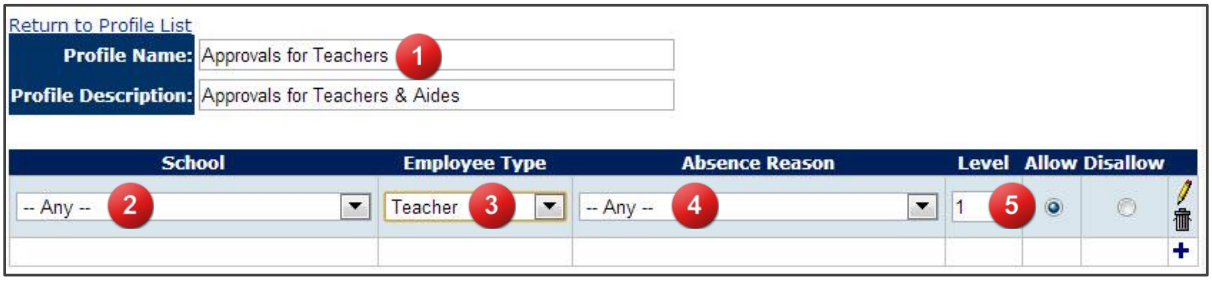
Principal Permissions Profile

The Approver Profile tells Aesop what employee types, schools, and absence reasons the approver will approve for. You won't have to create a separate approval profile for each approver but you will have to create a separate profile for each approval process.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

To create an approver profile go to ***Security > Approver Profiles***

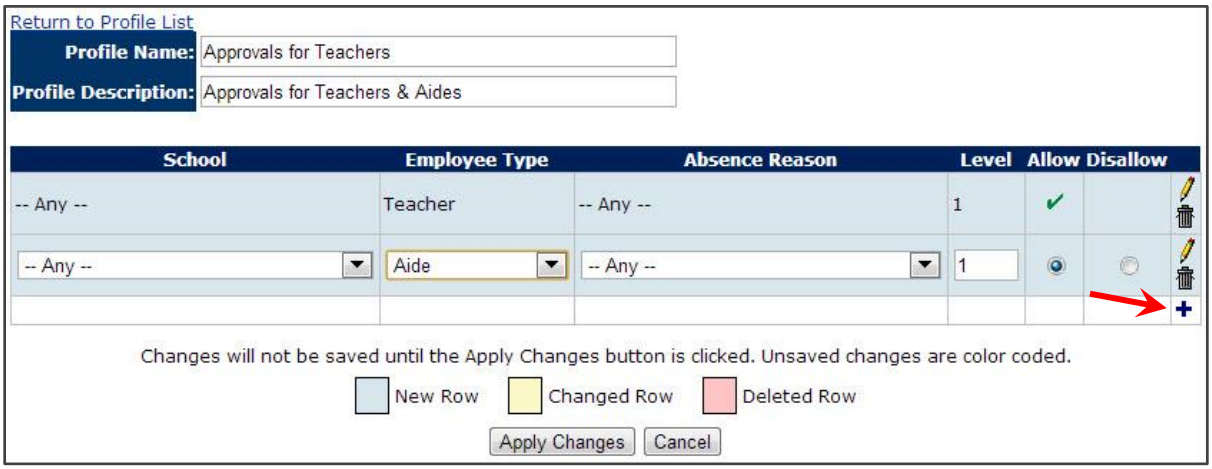
Click the Add a new profile link.



1. **Name the Profile:** Include anything in the Description to help you keep track of what the profile does.
2. **School:** If the Profile is going to be used by different Campus Users – you can leave this as "-- Any –"
3. **Employee Type:** If a specific "Employee Type" is needed for Approvals – identify it here.
4. **Absence Reason:** Choose the Absence Reason that needs approval
5. **Level:** Level is used for multiple level approvals.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

For any additional schools, employee types, and absence reasons you can add lines to the Approver Profile by clicking the +



When you are done editing the profile click ***Apply Changes*** to save.

The above profile would allow the approver to approve for any school and any absence reason only for the Teacher and Paraprofessional employee types.

The Approver Profiles can be as simple or complex as you want them. Below is a more complex set up allowing the approver to be the Level 1 approver in some cases and the Level 2 approver for others.

Assigning Approval Profiles

Once you have set up the Approver Profile you can assign it to the Campus User or Org User. The same profile can be assigned to multiple Users. Aesop will always respect the School Visibility and Employee Type Visibility when determining approvers. For example, if the approver profile says the Campus/Org User can approve for "Any" School Aesop will still only let them approve for the school/schools in their School Visibility profile. For this guide, we'll assign an approval profile to a Campus User.

To do this, go to ***Security > Approver Profiles***

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Click the Associate link for the Approver profile you want to assign:

Approver Profile List

Add a new profile

Profile Name	Profile Description	Profile	Associate
Approvals for Nurse Manager (5/20/2010 11:30 AM)	Approvals for Nurse Manager	View | Edit | Delete	View | Associate
Principal Approval Setup (7/21/2010 1:33 PM)	Principal Approval Setup	View | Edit	View | Associate

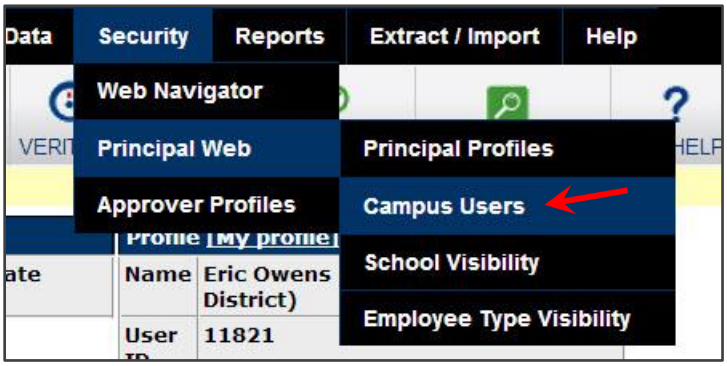
On this next page choose the Campus Users you want to assign the Approver Profile to by checking the box in front of their name:

☑	Campus User	Markov, Tara	Principal Approval Setup
☐	Campus User	Queen, Oliver	Org Default Behavior
☑	Campus User	Smith, Mickey	Principal Approval Setup

Edit | Apply Changes | Cancel

Click ***Apply Changes*** when finished.

Another way to assign an Approver Profile to a Campus User is by going to the individual's Campus User profile page. To do this go to ***Security > Principal Web > Campus Users***

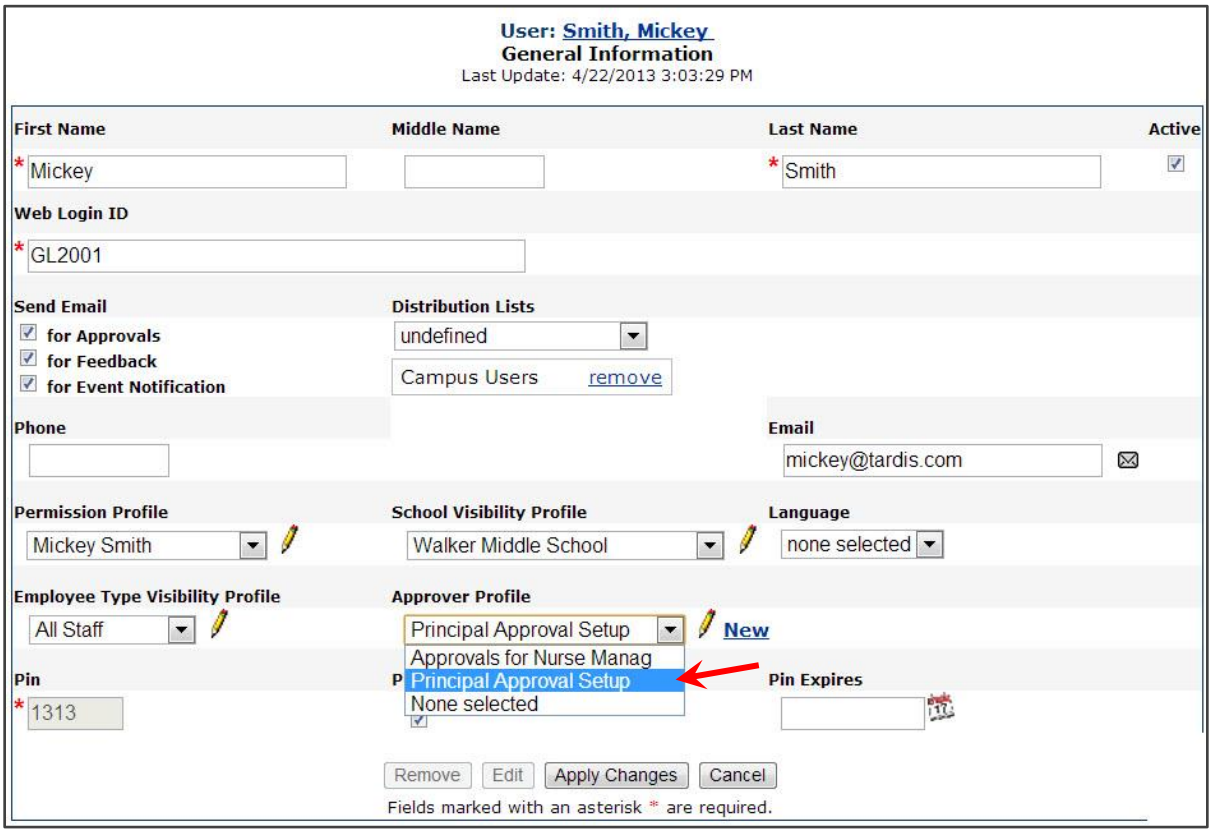


Click the name of the Campus User to open up their profile page:

Name	Phone	Email	School Visiblity Profile	Login History
Markov, Tara	() -	Terra@titan.com	All Schools	View
Queen, Oliver	() -	oliver.queen@arrow.com	Ackbar	View
Smith, Mickey	() -	mickey@tardis.com	Walker Middle School	View

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

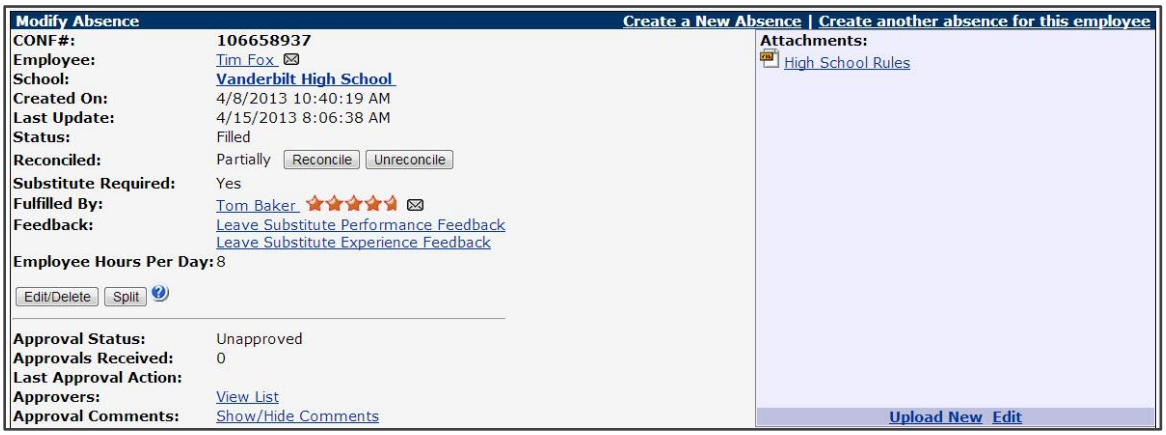
Click the ***Edit*** button, and choose the correct Approver Profile in the drop down box:



Click ***Apply Changes*** to save when finished.

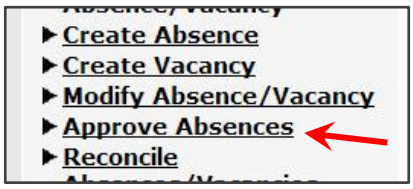
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

The Approval Process

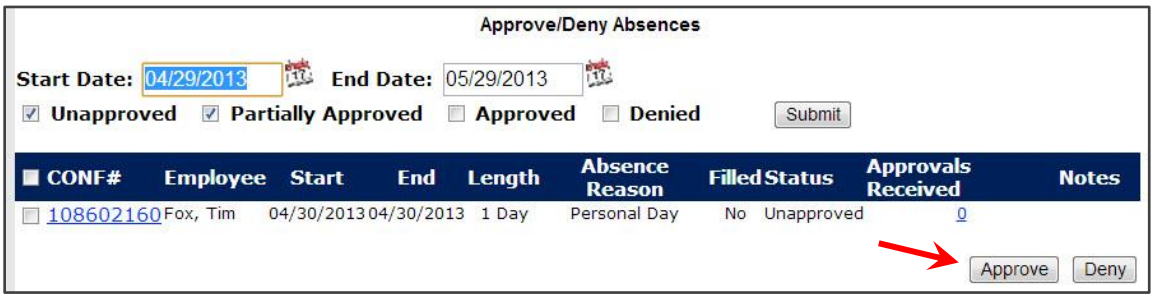


1. Absence is created by the employee for an absence reason which requires approval
2. IF – there is a HOLD UNTIL APPROVED setting – then the absence WILL NOT be shown to substitutes until it has been approved.
3. The Administrator who is responsible for approving the absence will get an email
4. Administrator logs in to website – can click to Approve one or more absences
5. Employee can receive an email when the absence has been approved
6. If another Level of Approval has been created the process would continue

When the Campus User logs into their website they would click the "Approve Absences" link to approve the absences they are responsible for.



On the approval page the user can enter a date range to see all absences that need to be approved in that range. Check the box on the left and click "Approve" or "Deny." When an absence is denied the absence is deleted but is still visible for review. Multiple absences can be approved or denied at the same time.

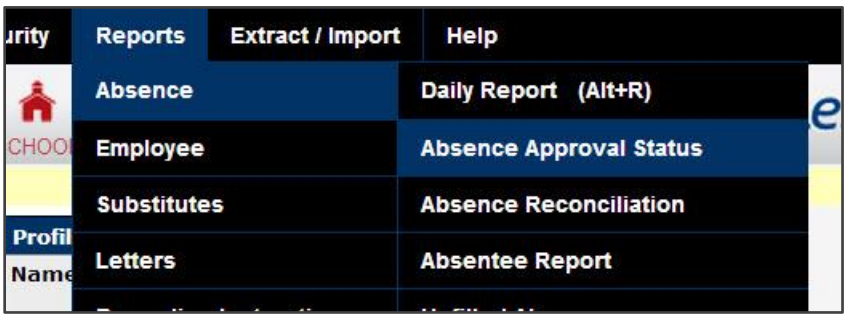


April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

The Approval Status Report

The Web Navigator can check the status of Approvals. They can also approve the absences if they have the permission.

To view the Absence Approval Status Report go to ***Reports > Absence > Absence Approval Status***



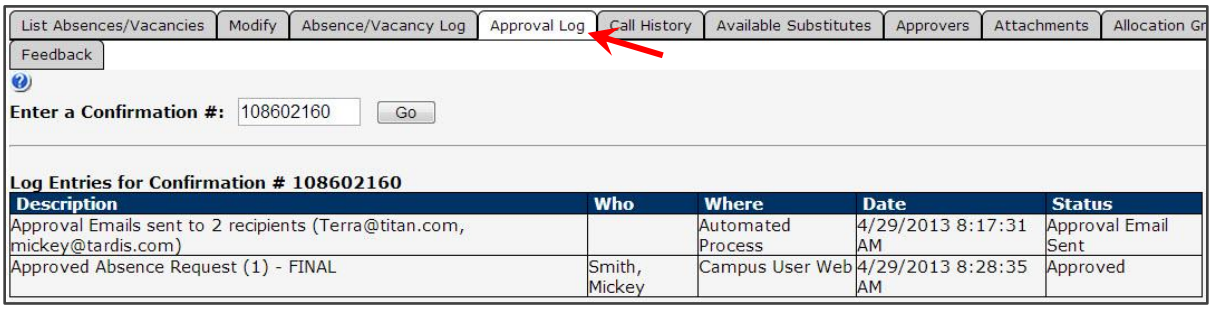
The Web Navigator is able to view the status on all approvals in this report

The Approval Log

An individual absence needing approval will also contain the "Log" of the process. This log can be viewed by the Web Navigator as well as by the Campus User if they have the correct permissions.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

While on the absence modify screen click the gray tab "Approval Log" to view the approval log for this absence.

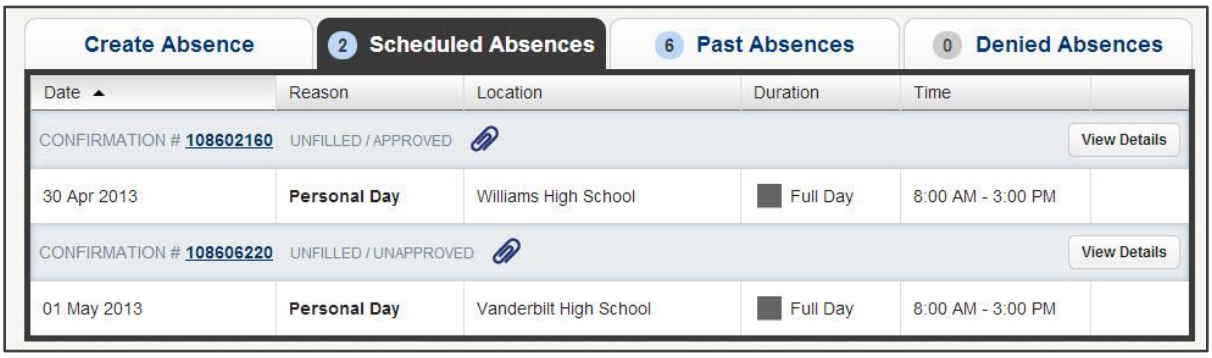


The approval log shows information like:

1. Who the approval email notifications were sent to
2. Who approved the absence
3. Who denied the absence (if applicable)
4. Time and date that the absence was approved or denied

The Employee Side of Approvals

When an employee creates an absence that requires approval they can see the status of approval right on their homepage under the "Schedule Absences" tab.



The employee can also be set to receive an email when the absence is approved, partially approved, or denied. In the email on the right the employee is being notified that the absence has been partially approved by the Level 1 Approver.

Once the absence is approved or denied by the final approver the status will be updated to the employee in their webpage and email.

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Approval Process Chart

You may find this chart helpful when starting to plan out your Approval needs.

Approver	Absence Reason they approve	Employee Types they approve	Schools that employees are in	Level of Approval

April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Vacancies

FRONTLINE™ TECHNOLOGIES

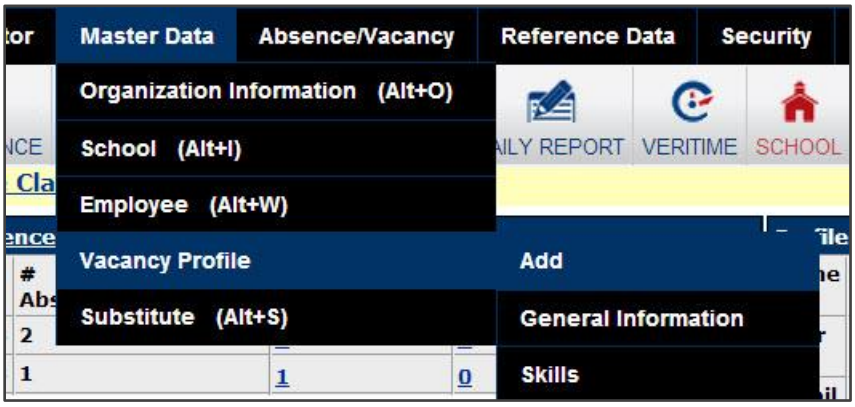
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Summary

The Vacancy feature allows you to create a "vacancy" or "supplemental position" that a substitute could accept or be assigned to. Some districts have permanent positions where full time teachers have yet to be hired, but need to fill those positions with a substitute. Other districts send teachers to conferences thus the teacher is not "absent" for the day but a supplemental substitute is needed to fill in the classroom.

Adding a Vacancy Profile

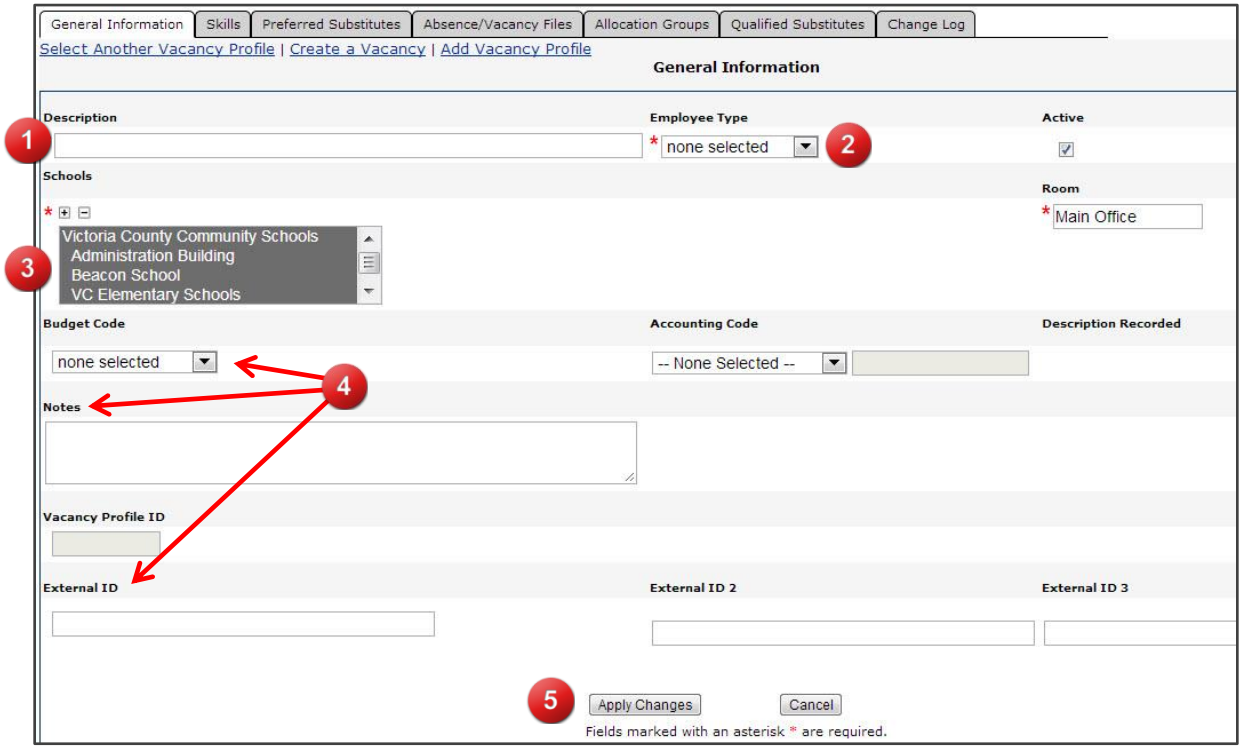
From the Main Menu Bar select ***Master Data*** > ***Vacancy Profile*** > ***Add***



April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

General Information

Each Vacancy Profile has its own specific general information page.



1. Give the Vacancy Profile a name
2. Choose an Employee Type
3. Select the schools you want this Vacancy Profile to be available to. All schools are selected by default
4. Budget Codes, Notes, and External IDs are optional
5. Don't forget to click ***Apply Changes*** when you are done entering the info

Note: When selecting your schools do not select the name of the district. Just select the individual schools

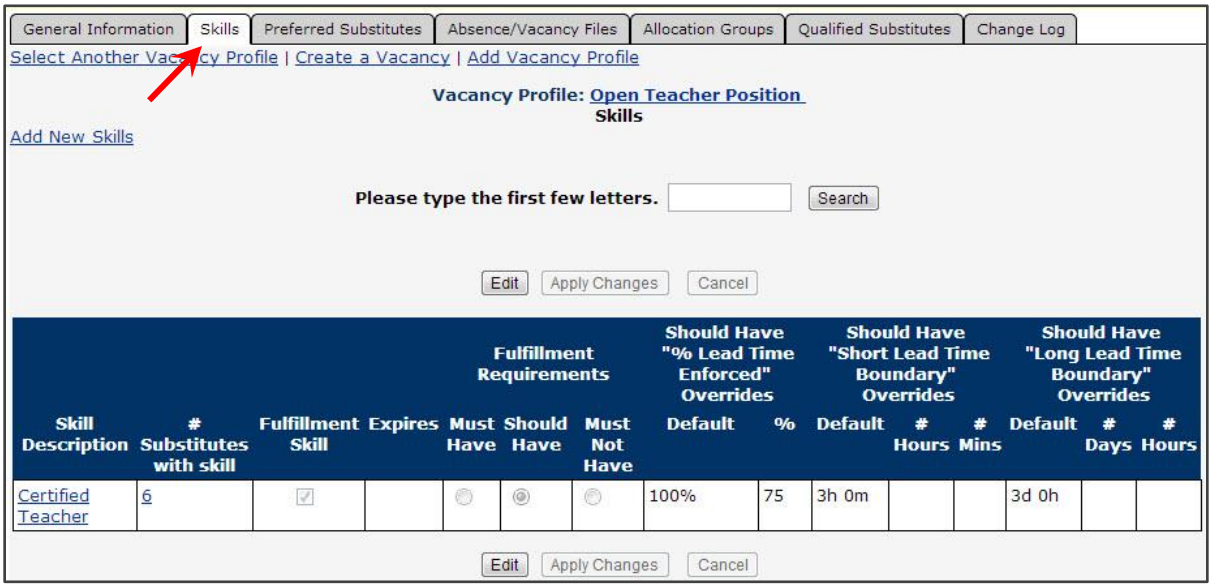
May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Create one Vacancy Profile and Re-Use Multiple Times

A Vacancy Profile can be re-used multiple times in a given day! Aesop does not restrict one vacancy request per day as it does for a regular employee. Each Vacancy Profile can also have its own set of skill requirements if only specific types of substitutes are allowed to accept this available job. So if you need three Music Teachers, in three different schools all at the same time create a Music Teacher Vacancy Profile and then create 3 separate vacancies, one for each school.

Skills

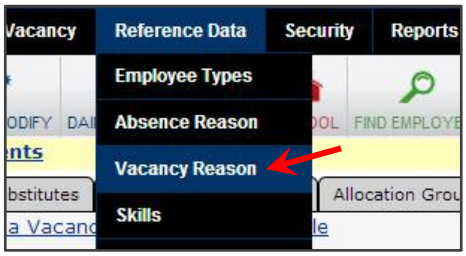
If you are using skill matching, give the new Vacancy Profile the appropriate skill requirement(s). See the Skill Matching Topical Guide for more information.



Vacancy Reasons

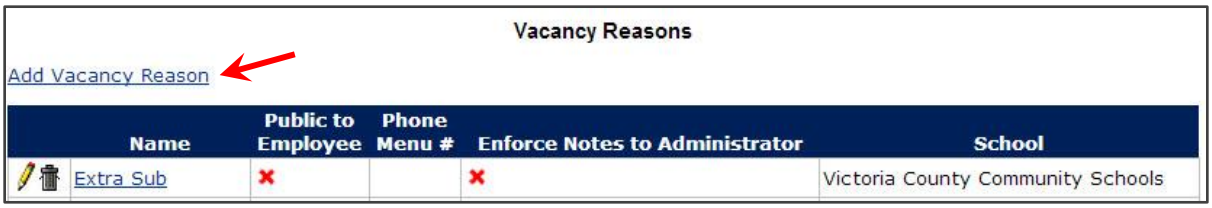
Aesop allows you to create a list of Vacancy Reasons that can be selected from when a Vacancy is created. This is completely optional. If you don't feel you need to have a record of the reason for the Vacancies then you can save yourself some setup time and skip this step.

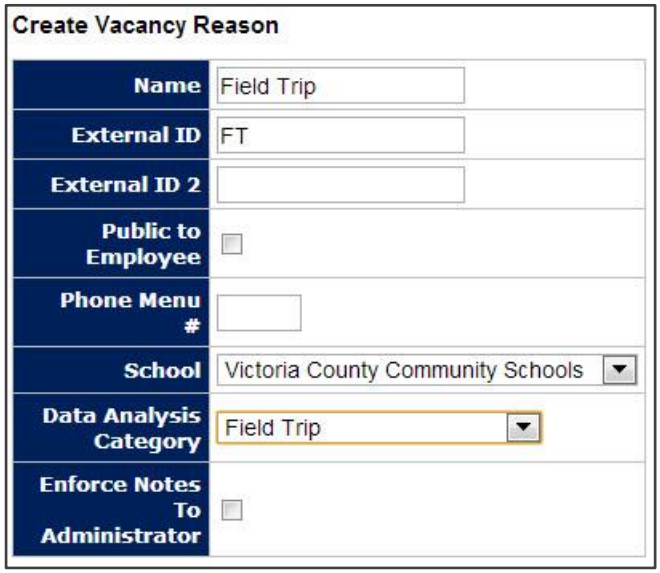
May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



To create a list of Vacancy Reasons first you would go to ***Reference Data*** > ***Vacancy*** Reason from the Black Menu Bar.

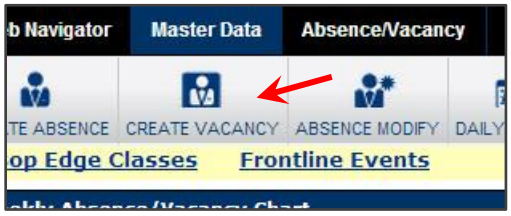
Once you are on the Vacancy Reasons page, click the Add Vacancy Reason link to add.





1. Name your Vacancy Reason.
2. External IDs can be assigned but are optional
3. These next two options are reserved for an upcoming feature in Aesop, so for now you can leave these blank.
4. Choose which school you want to be able to use this Vacancy Reason. In most cases you will select the district name here (all schools).
5. Select the best mat for Data Analysis Category. For many Vacancy Reasons you fill find yourself choosing "Other".
6. Click ***Apply Changes*** when finished.

Creating a Vacancy

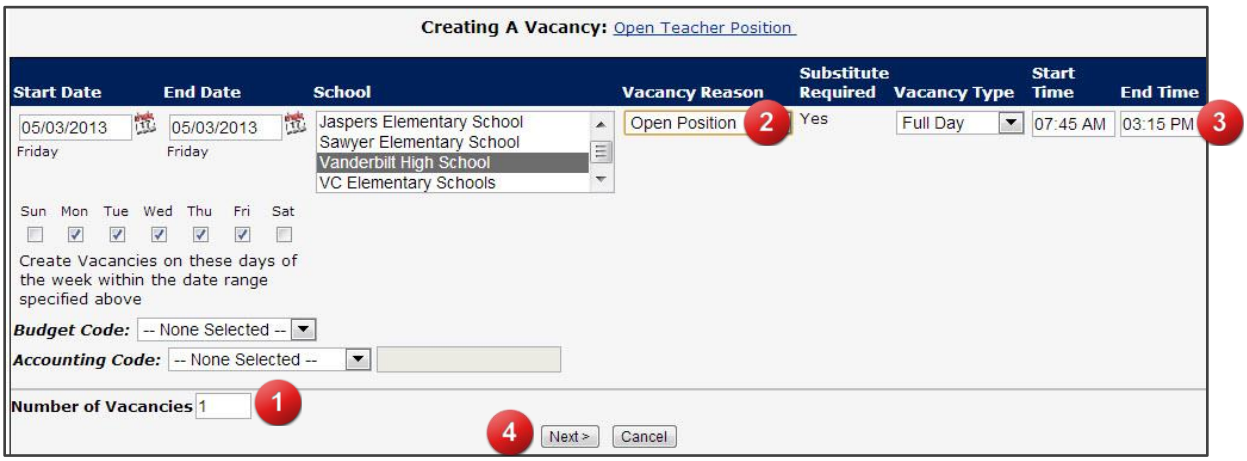


Creating a Vacancy in Aesop is very similar to creating an Absence in Aesop. To create a Vacancy, first click the Create Vacancy Shortcut Button on the Home Page.

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Then choose the Vacancy Profile you would like to use to create the Vacancy:

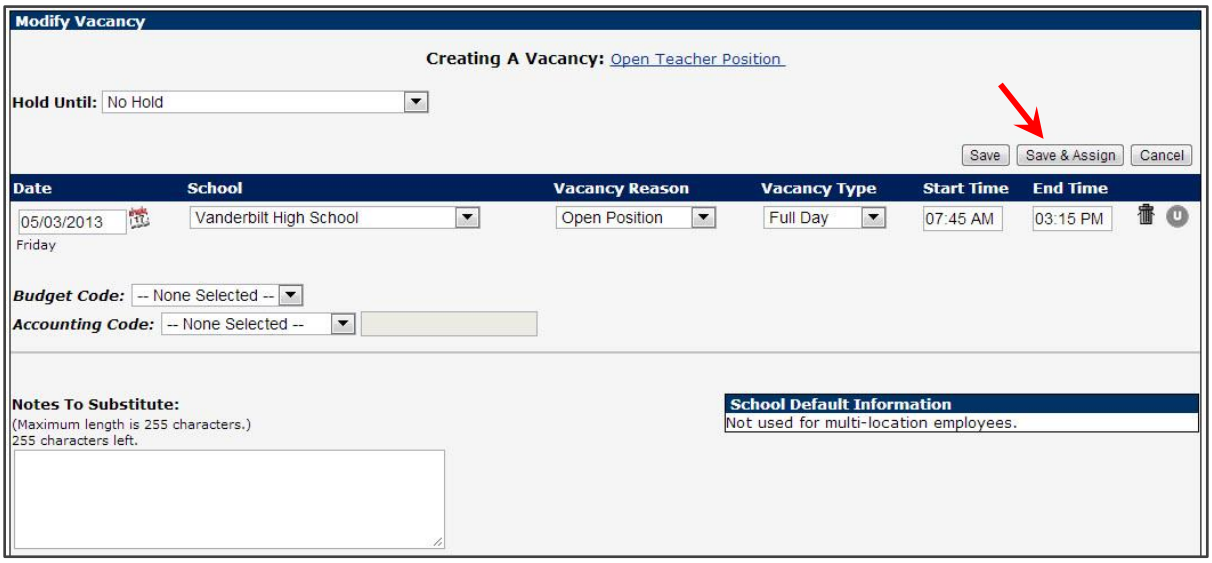
Creating a Vacancy is much like creating an Absence. Select the Dates, School, and Vacancy Reason for the Vacancy.



1. You can create multiple Vacancies at once by entering the number of Vacancies you want to create here.
2. If you do not want to select a Vacancy Reason you can leave this field as (Vacancy Position)
3. These times will be the start and end times for the school you select. They can be edited.
4. Click the ***Next*** button when you have made your selections to move to the next screen

On the next page you will be able to change any of the info you may need to before you save the Vacancy. From here you can also add notes to the Vacancy. Click "Save" to save the Vacancy and get your confirmation number.

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



Note: You can click the "Save & Assign" button on this page to assign someone to this Vacancy. If you are creating multiple vacancies at once the person you assign will only be assigned to the first Vacancy.

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Organization & Campus User Permissions

You can control the permissions related to Vacancies for your Organization Users and Campus Users.

Organization User Profile

From the Main Menu Bar select ***Security > Web Navigator > Organization User Profiles***

Permissions to create and/or view a Vacancy are found under the "Absence" section.
These permissions include control whether or not an Organization User can create (manage) vacancies and if they are allowed to view vacancies.

Absence Request Details - View Administrator Only Notes	☑
Absence Request Details - View Substitute Times	☑
Vacancies - Manage	☑
Vacancies - View	☑
Can Enter an Absence for a No Absence Day of the Week	☑
Manage Custom Allocation Groups	☑
Resend Advance Emails	☑
Select Private Accounting Codes	☑

Vacancy Profile permissions are found under the "Vacancy Profile" section.

These permissions include whether the user is allowed to view, edit, add, and delete Vacancy Profiles.

Vacancy Profile	All None All Allowed	Details
	Vacancy Profile - Add	☑
	Vacancy Profile - Delete	☑
	Configuration - Edit	☑
	Configuration - View	☑
	General Information - Edit	☑
	General Information - View	☑

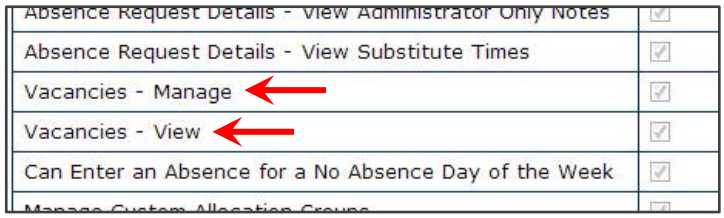
May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Principal / Campus User Profile

From the Main Menu Bar select ***Security > Principal Web >Principal Profiles***. Permissions to Create (manage) and View Vacancies can be found under the "Absence" section.

Manage Vacancies Can the principal or Campus User create vacancies?

View Vacancies Can the principal or Campus User view vacancies?



FRONTLINE TECHNOLOGIES
May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Reports

FRONTLINE™ TECHNOLOGIES

June - ©2013 Frontline Technologies, Inc.

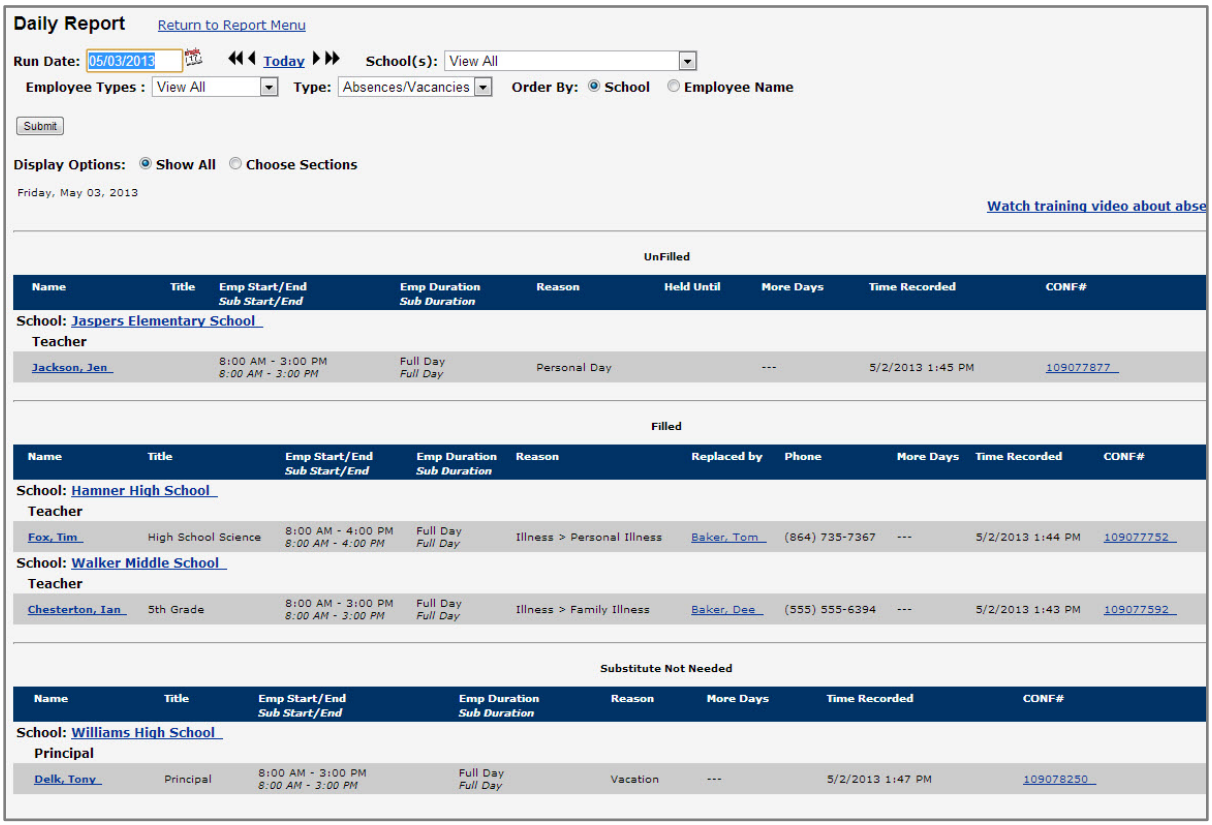
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop provides numerous reporting options. From daily reports to historical absence data retrieval, all information is at your fingertips. All reports are real-time each time you run, re-run or refresh them.

Absence Reports

Daily Report

The Daily Report is probably the most widely used report in Aesop. This report will list all absence information. The report can be run for any day of your choosing and can be filtered by a number of different options including location and employee type.



Daily Report Return to Report Menu

Run Date: 05/03/2013 Today School(s): View All

Employee Types : View All Type: Absences/Vacancies Order By: School Employee Name

Submit

Display Options: Show All Choose Sections

Friday, May 03, 2013

Watch training video about abse

UnFilled

Name	Title	Emp Start/End Sub Start/End	Emp Duration Sub Duration	Reason	Held Until	More Days	Time Recorded	CONF#
School: Jaspers Elementary School								
Teacher								
Jackson, Jen		8:00 AM - 3:00 PM 8:00 AM - 3:00 PM	Full Day Full Day	Personal Day		---	5/2/2013 1:45 PM	109077877

Filled

Name	Title	Emp Start/End Sub Start/End	Emp Duration Sub Duration	Reason	Replaced by	Phone	More Days	Time Recorded	CONF#
School: Hamner High School									
Teacher									
Fox, Tim	High School Science	8:00 AM - 4:00 PM 8:00 AM - 4:00 PM	Full Day Full Day	Illness > Personal Illness	Baker, Tom	(864) 735-7367	---	5/2/2013 1:44 PM	109077752
School: Walker Middle School									
Teacher									
Chesterton, Ian	5th Grade	8:00 AM - 3:00 PM 8:00 AM - 3:00 PM	Full Day Full Day	Illness > Family Illness	Baker, Dee	(555) 555-6394	---	5/2/2013 1:43 PM	109077592

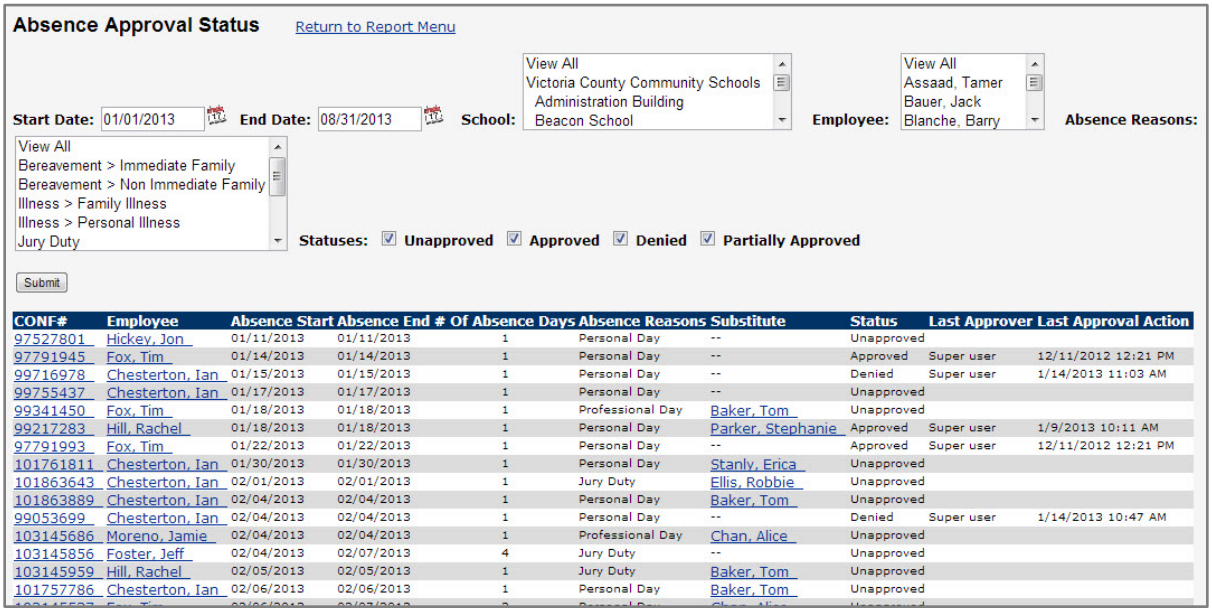
Substitute Not Needed

Name	Title	Emp Start/End Sub Start/End	Emp Duration Sub Duration	Reason	More Days	Time Recorded	CONF#
School: Williams High School							
Principal							
Delk, Tony	Principal	8:00 AM - 3:00 PM 8:00 AM - 3:00 PM	Full Day Full Day	Vacation	---	5/2/2013 1:47 PM	109078250

June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Absence Approval Status

View absences that require approval for a specific date range and their current status. You can filter the report by location, employee name, absence reason, and status.



CONF#	Employee	Absence Start	Absence End	# Of Absence Days	Absence Reasons	Substitute	Status	Last Approver	Last Approval Action
97527801	Hickey, Jon	01/11/2013	01/11/2013	1	Personal Day	--	Unapproved		
97791945	Fox, Tim	01/14/2013	01/14/2013	1	Personal Day	--	Approved	Super user	12/11/2012 12:21 PM
99716978	Chesterton, Ian	01/15/2013	01/15/2013	1	Personal Day	--	Denied	Super user	1/14/2013 11:03 AM
99755437	Chesterton, Ian	01/17/2013	01/17/2013	1	Personal Day	--	Unapproved		
99341450	Fox, Tim	01/18/2013	01/18/2013	1	Professional Day	Baker, Tom	Unapproved		
99217283	Hill, Rachel	01/18/2013	01/18/2013	1	Personal Day	Parker, Stephanie	Approved	Super user	1/9/2013 10:11 AM
97791993	Fox, Tim	01/22/2013	01/22/2013	1	Personal Day	--	Approved	Super user	12/11/2012 12:21 PM
101761811	Chesterton, Ian	01/30/2013	01/30/2013	1	Personal Day	Stanly, Erica	Unapproved		
101863643	Chesterton, Ian	02/01/2013	02/01/2013	1	Jury Duty	Ellis, Robbie	Unapproved		
101863889	Chesterton, Ian	02/04/2013	02/04/2013	1	Personal Day	Baker, Tom	Unapproved		
99053699	Chesterton, Ian	02/04/2013	02/04/2013	1	Personal Day	--	Denied	Super user	1/14/2013 10:47 AM
103145686	Moreno, Jamie	02/04/2013	02/04/2013	1	Professional Day	Chan, Alice	Unapproved		
103145856	Foster, Jeff	02/04/2013	02/07/2013	4	Jury Duty	--	Unapproved		
103145959	Hill, Rachel	02/05/2013	02/05/2013	1	Jury Duty	Baker, Tom	Unapproved		
101757786	Chesterton, Ian	02/06/2013	02/06/2013	1	Personal Day	Baker, Tom	Unapproved		

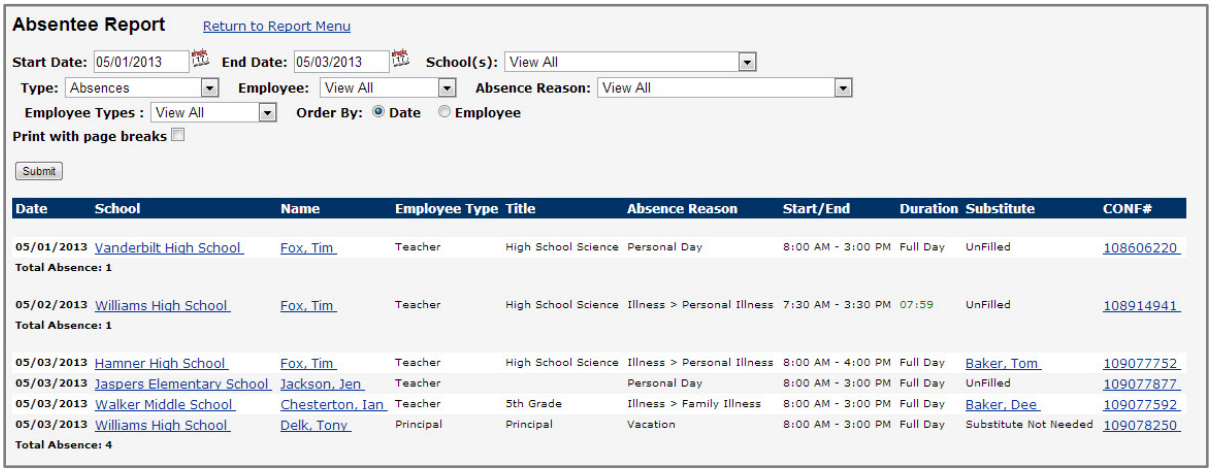
Absence Reconciliation

View the reconciliation status of all absences in a specific date range. The report can be filtered by location, absence type, employee name, vacancy profile, and substitute name. The maximum date range for this report is 365 days.

June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Absentee Report

This report contains the same information as the Daily Report except this one has a date range. If you run the report per school, the maximum date range is 92 days. If you run the report for an individual employee maximum date range is 365 days.



Absentee Report Return to Report Menu

Start Date: 05/01/2013 End Date: 05/03/2013 School(s): View All

Type: Absences Employee: View All Absence Reason: View All

Employee Types : View All Order By: Date Employee

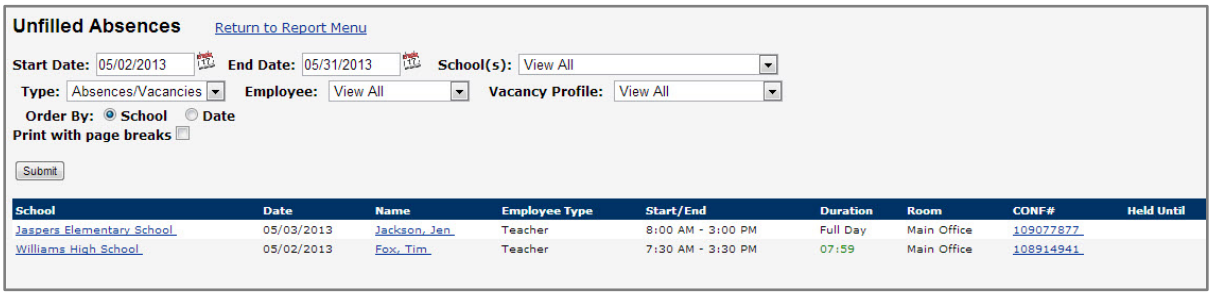
Print with page breaks

Submit

Date	School	Name	Employee Type	Title	Absence Reason	Start/End	Duration	Substitute	CONF#
05/01/2013	Vanderbilt High School	Fox, Tim	Teacher	High School Science	Personal Day	8:00 AM - 3:00 PM	Full Day	UnFilled	108606220
Total Absence: 1									
05/02/2013	Williams High School	Fox, Tim	Teacher	High School Science	Illness > Personal Illness	7:30 AM - 3:30 PM	07:59	UnFilled	108914941
Total Absence: 1									
05/03/2013	Hamner High School	Fox, Tim	Teacher	High School Science	Illness > Personal Illness	8:00 AM - 4:00 PM	Full Day	Baker, Tom	109077752
05/03/2013	Jaspers Elementary School	Jackson, Jen	Teacher		Personal Day	8:00 AM - 3:00 PM	Full Day	UnFilled	109077877
05/03/2013	Walker Middle School	Chesterton, Ian	Teacher	5th Grade	Illness > Family Illness	8:00 AM - 3:00 PM	Full Day	Baker, Dee	109077592
05/03/2013	Williams High School	Delk, Tony	Principal	Principal	Vacation	8:00 AM - 3:00 PM	Full Day	Substitute Not Needed	109078250
Total Absence: 4									

Unfilled Absences

This report will show all unfilled absences in a date range. The report can be filtered by location, absence type, employee name, and vacancy profile name. It can also be ordered by school or date. The maximum date range for this report is 365 days.



Unfilled Absences Return to Report Menu

Start Date: 05/02/2013 End Date: 05/31/2013 School(s): View All

Type: Absences/Vacancies Employee: View All Vacancy Profile: View All

Order By: School Date

Print with page breaks

Submit

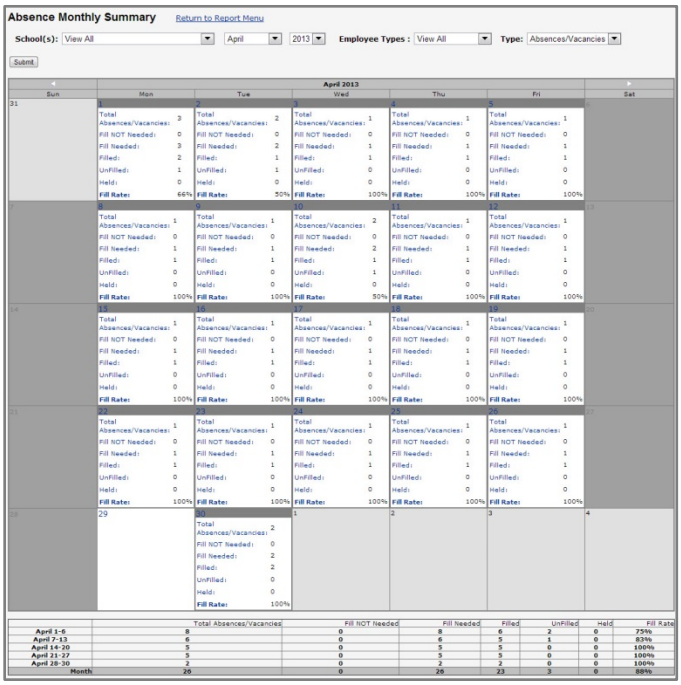
School	Date	Name	Employee Type	Start/End	Duration	Room	CONF#	Held Until
Jaspers Elementary School	05/03/2013	Jackson, Jen	Teacher	8:00 AM - 3:00 PM	Full Day	Main Office	109077877	
Williams High School	05/02/2013	Fox, Tim	Teacher	7:30 AM - 3:30 PM	07:59	Main Office	108914941	

June - ©2013 Frontline Technologies, Inc.

Confidential - Information in this document should not be distributed unless explicitly authorized.

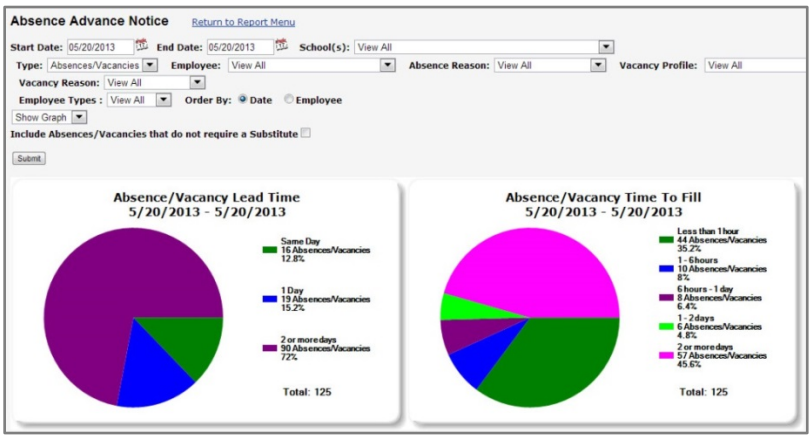
Absence Monthly Summary

This report shows a monthly calendar and each day displays the absence stats for that day. Weekly totals can be seen at the bottom of the report.



Advance Notice

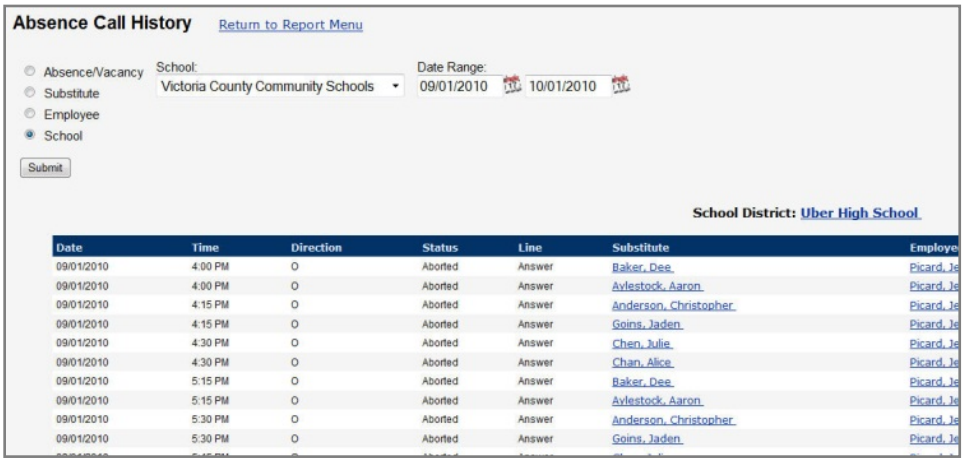
Aesop breaks down how far in advance absences are being created and how quickly they are being filled. This can also be viewed as a report rather than a graph.



June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Absence Call History

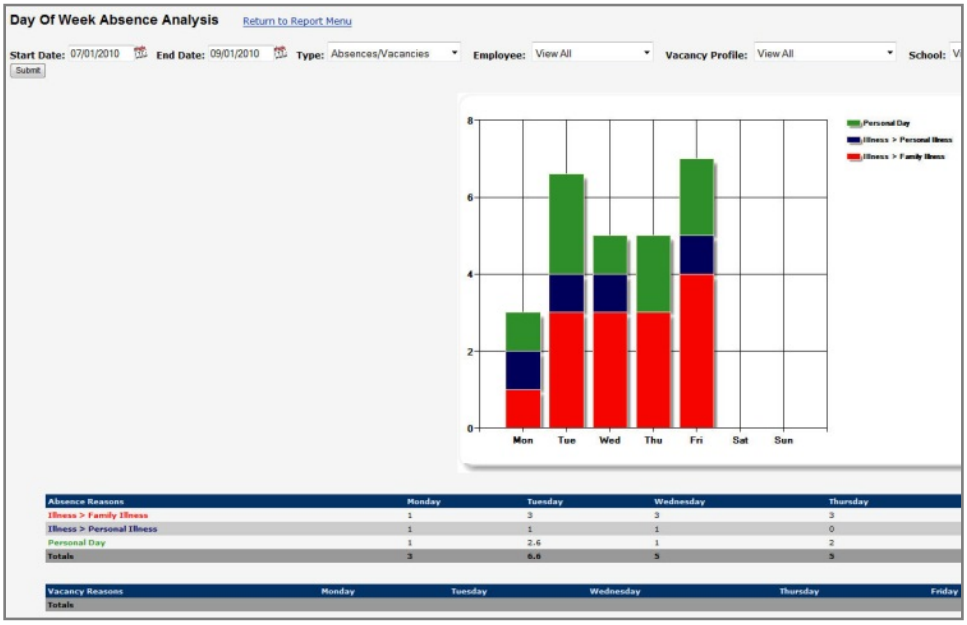
View all outbound phone calls from Aesop to substitutes, as well as all inbound phone calls to Aesop from substitutes. This report also displays the details of these phone calls.



Date	Time	Direction	Status	Line	Substitute	Employe
09/01/2010	4:00 PM	O	Aborted	Answer	Baker, Dee	Picard, Je
09/01/2010	4:00 PM	O	Aborted	Answer	Aylestock, Aaron	Picard, Je
09/01/2010	4:15 PM	O	Aborted	Answer	Anderson, Christopher	Picard, Je
09/01/2010	4:15 PM	O	Aborted	Answer	Goins, Jaden	Picard, Je
09/01/2010	4:30 PM	O	Aborted	Answer	Chen, Julie	Picard, Je
09/01/2010	4:30 PM	O	Aborted	Answer	Chan, Alice	Picard, Je
09/01/2010	5:15 PM	O	Aborted	Answer	Baker, Dee	Picard, Je
09/01/2010	5:15 PM	O	Aborted	Answer	Aylestock, Aaron	Picard, Je
09/01/2010	5:30 PM	O	Aborted	Answer	Anderson, Christopher	Picard, Je
09/01/2010	5:30 PM	O	Aborted	Answer	Goins, Jaden	Picard, Je

Day of Week Absence Analysis

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



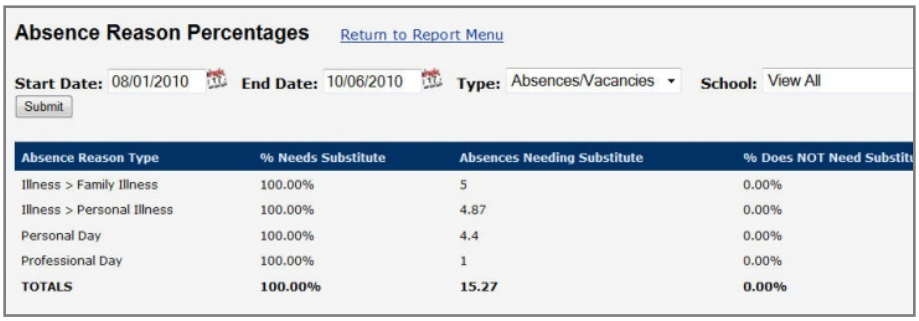
Absence Reasons	Monday	Tuesday	Wednesday	Thursday
Illness > Family Illness	1	3	3	3
Illness > Personal Illness	1	1	1	0
Personal Day	1	2.6	1	2
Totals	3	6.6	5	5

Vacancy Reasons	Monday	Tuesday	Wednesday	Thursday	Friday
Totals					

June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Absence Reason Percentages

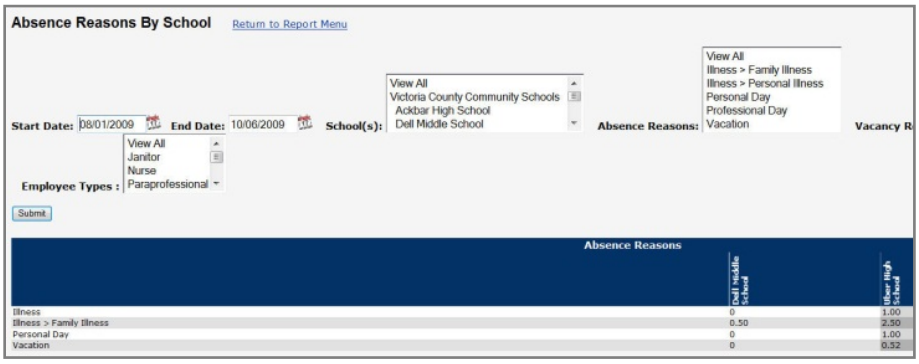
Absence reason usage for a date range. Maximum date range 365 days.



Absence Reason Type	% Needs Substitute	Absences Needing Substitute	% Does NOT Need Substitu
Illness > Family Illness	100.00%	5	0.00%
Illness > Personal Illness	100.00%	4.87	0.00%
Personal Day	100.00%	4.4	0.00%
Professional Day	100.00%	1	0.00%
TOTALS	**100.00%**	**15.27**	**0.00%**

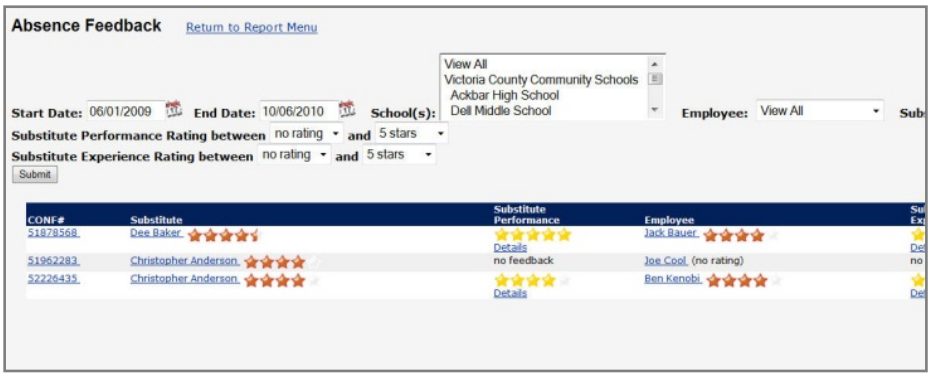
Absence Reasons By School

Breaks absences reasons down by schools. Maximum date range 92 days.



Absence Feedback

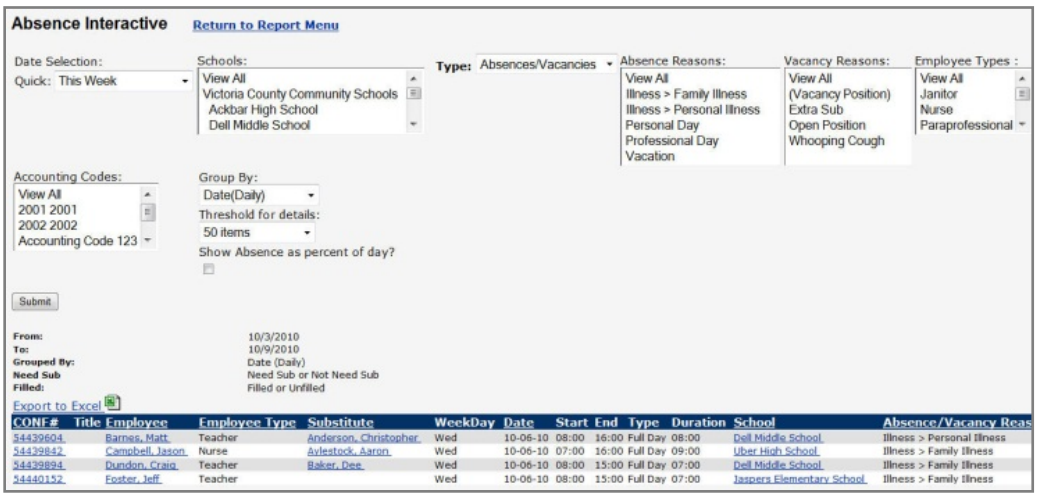
Shows all feedback ratings in a date range. Click the "details" links to see the details of the feedback left. Maximum date range 365 days.



June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

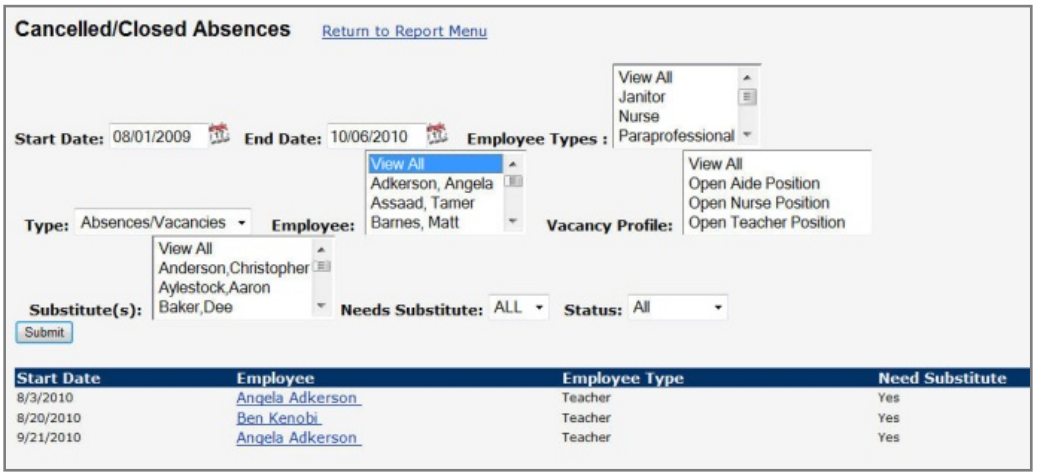
Absence Interactive

The Absence Interactive report allows the administrator to pull information and statistics from Aesop for a large date range. This report also offers a variety of ways that the data can be grouped, and also gives the user the ability to download the detailed data to an Excel spreadsheet.



Cancelled/Closed Absences

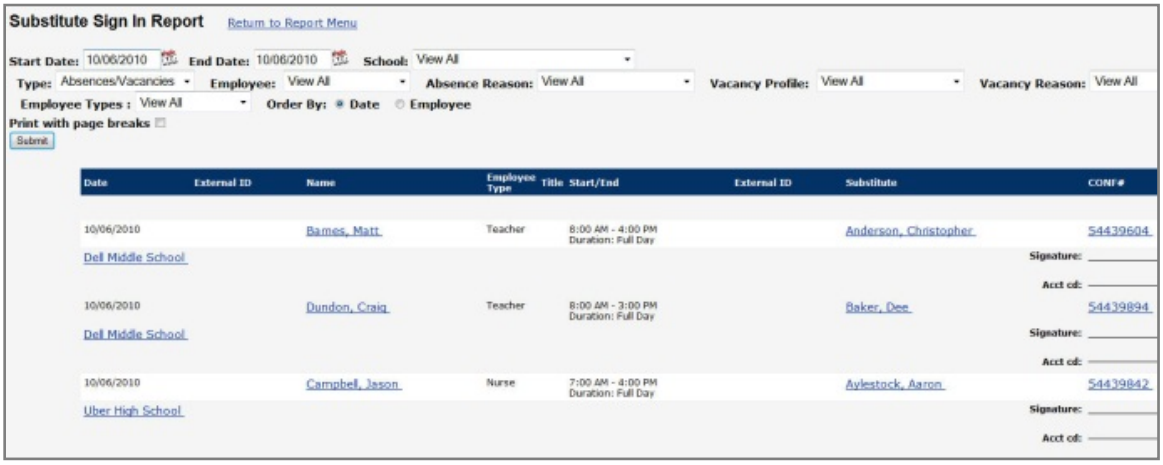
Shows all absences in a date range that have been either Closed or Cancelled. Max date range is 365 days.



June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

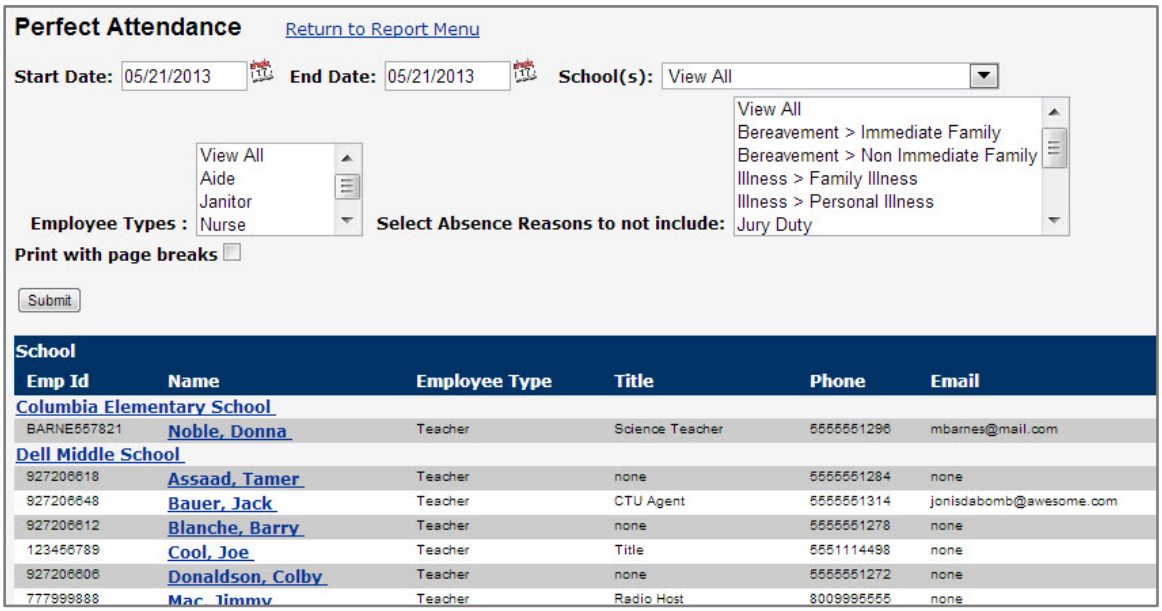
Substitute Sign In

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



Perfect Attendance

This report will show you all employees who have not been absence in a particular date range.

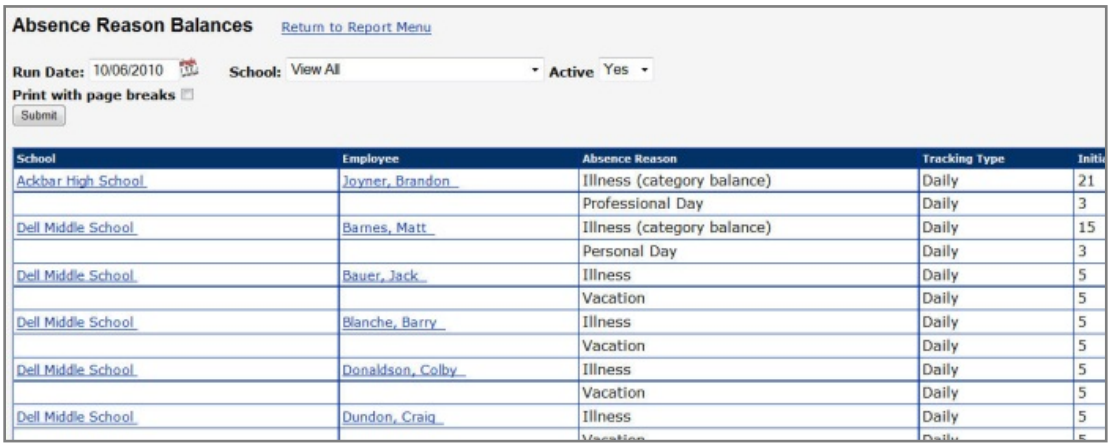


June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Employee Reports

Absence Reasons Balances

View the remaining absence balances and details of days/hours used for all employees. The report can be filtered by school and active status.



Absence Reason Balances Return to Report Menu

Run Date: 10/06/2010 School: View All Active Yes

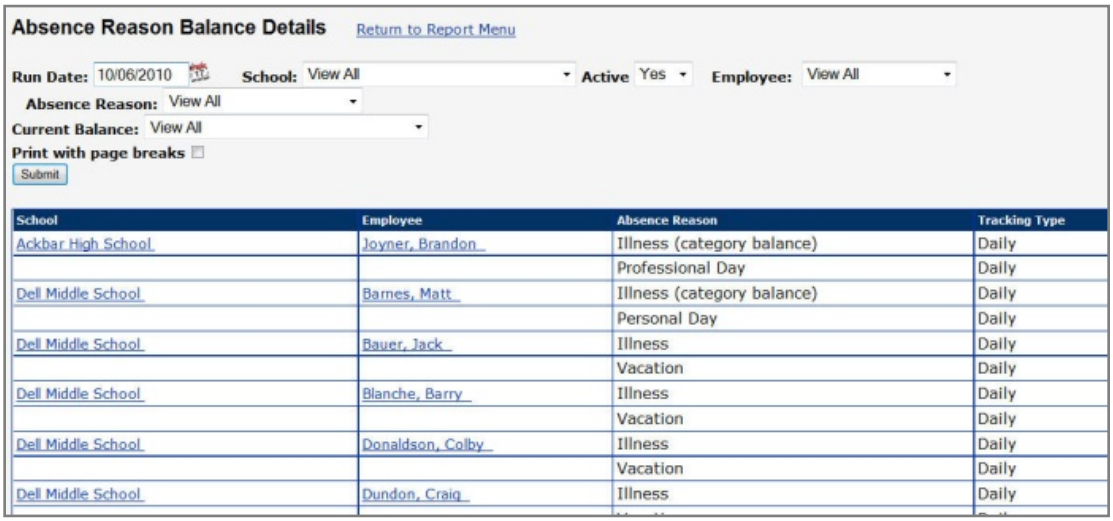
Print with page breaks

Submit

School	Employee	Absence Reason	Tracking Type	Initi
Ackbar High School	Joyner, Brandon	Illness (category balance)	Daily	21
		Professional Day	Daily	3
Dell Middle School	Barnes, Matt	Illness (category balance)	Daily	15
		Personal Day	Daily	3
Dell Middle School	Bauer, Jack	Illness	Daily	5
		Vacation	Daily	5
Dell Middle School	Blanche, Barry	Illness	Daily	5
		Vacation	Daily	5
Dell Middle School	Donaldson, Colby	Illness	Daily	5
		Vacation	Daily	5
Dell Middle School	Dundon, Craig	Illness	Daily	5

Absence Reason Balance Details

View the remaining absence balances and details of days/hours used for all employees. This report can also be filtered by absence reason and specific employees.



Absence Reason Balance Details Return to Report Menu

Run Date: 10/06/2010 School: View All Active Yes Employee: View All

Absence Reason: View All

Current Balance: View All

Print with page breaks

Submit

School	Employee	Absence Reason	Tracking Type
Ackbar High School	Joyner, Brandon	Illness (category balance)	Daily
		Professional Day	Daily
Dell Middle School	Barnes, Matt	Illness (category balance)	Daily
		Personal Day	Daily
Dell Middle School	Bauer, Jack	Illness	Daily
		Vacation	Daily
Dell Middle School	Blanche, Barry	Illness	Daily
		Vacation	Daily
Dell Middle School	Donaldson, Colby	Illness	Daily
		Vacation	Daily
Dell Middle School	Dundon, Craig	Illness	Daily

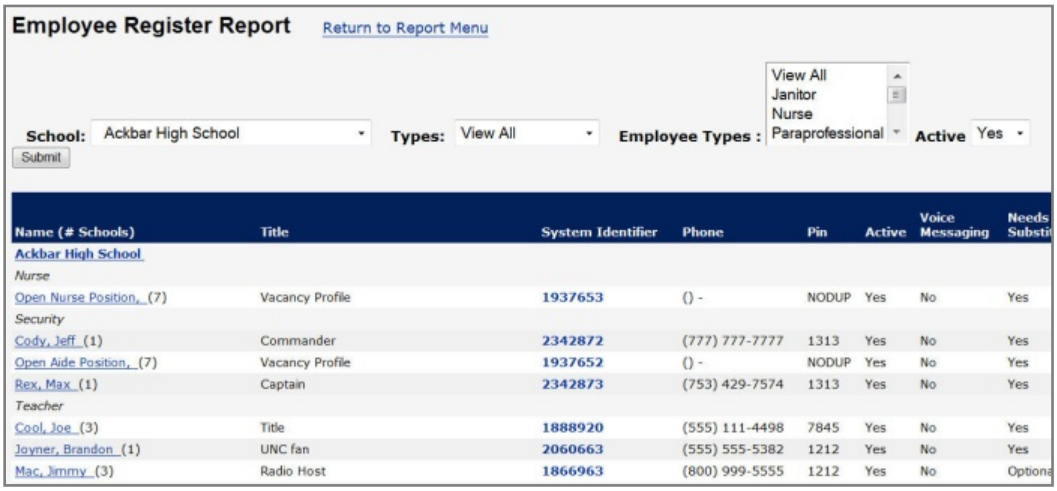
FRONTLINE TECHNOLOGIES

June - ©2013 Frontline Technologies, Inc.

Confidential - Information in this document should not be distributed unless explicitly authorized.

Employee Register Report

Your employee register broken down by school and employee type. Sorted by active, inactive or both.



Employee Register Report Return to Report Menu

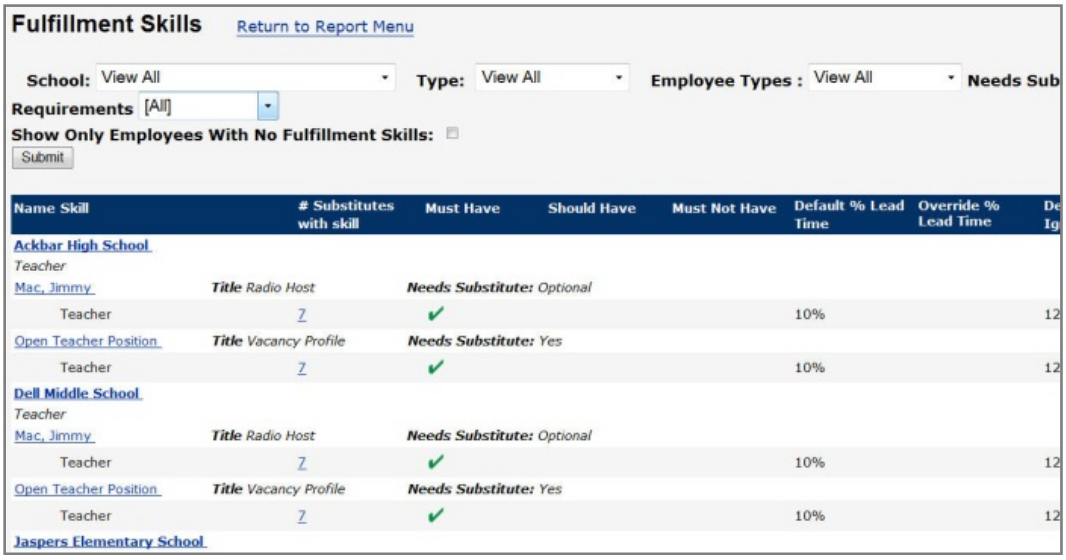
School: Ackbar High School Types: View All Employee Types : View All, Janitor, Nurse, Paraprofessional Active Yes

Submit

Name (# Schools)	Title	System Identifier	Phone	Pin	Active	Voice Messaging	Needs Substi
Ackbar High School							
Nurse							
Open Nurse Position, (7)	Vacancy Profile	1937653	() -	NODUP	Yes	No	Yes
Security							
Cody, Jeff (1)	Commander	2342872	(777) 777-7777	1313	Yes	No	Yes
Open Aide Position, (7)	Vacancy Profile	1937652	() -	NODUP	Yes	No	Yes
Rex, Max (1)	Captain	2342873	(753) 429-7574	1313	Yes	No	Yes
Teacher							
Cool, Joe (3)	Title	1888920	(555) 111-4498	7845	Yes	No	Yes
Joyner, Brandon (1)	UNC fan	2060663	(555) 555-5382	1212	Yes	No	Yes
Mac, Jimmy (3)	Radio Host	1866963	(800) 999-5555	1212	Yes	No	Optiona

Fulfillment Skills

View employee fulfillment skills. The report can be filtered by school, employee, skill, and fulfillment requirement.



Fulfillment Skills Return to Report Menu

School: View All Type: View All Employee Types : View All Needs Sub

Requirements [All]

Show Only Employees With No Fulfillment Skills:

Submit

Name Skill	# Substitutes with skill	Must Have	Should Have	Must Not Have	Default % Lead Time	Override % Lead Time	De Ig
Ackbar High School							
Teacher							
Mac, Jimmy	***Title*** *Radio Host*	***Needs Substitute:*** *Optional*					
Teacher	7	✔			10%		12
Open Teacher Position	***Title*** *Vacancy Profile*	***Needs Substitute:*** *Yes*					
Teacher	7	✔			10%		12
Dell Middle School							
Teacher							
Mac, Jimmy	***Title*** *Radio Host*	***Needs Substitute:*** *Optional*					
Teacher	7	✔			10%		12
Open Teacher Position	***Title*** *Vacancy Profile*	***Needs Substitute:*** *Yes*					
Teacher	7	✔			10%		12
Jaspers Elementary School							

June - ©2013 Frontline Technologies, Inc.

Confidential - Information in this document should not be distributed unless explicitly authorized.

Multi-School Employees

View all employees who work at multiple schools.

Multi-School Vacancy Profiles

View all Vacancy Profiles that are assigned to multiple schools.

June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Substitute Reports

Assignment

This report breaks down all jobs worked by date. It can be filtered by school or substitute. If you run the report per school maximum date range is 92 days. If you run the report for an individual substitute maximum date range is 365 days.

Substitute Assignment Report Return to Report Menu

Start Date: 08/01/2010 **End Date:** 10/07/2010 **School:** View All **Substitute:** View All

Print with page breaks

Submit

Date	School	Name	Title	Start/End	Duration	Filled By
08/17/2010	Uber High School	Kenobi, Ben	Teacher	8:00 AM - 3:00 PM	Full Day	Anderson, Christopher
Total Absences/Vacancies: 1						
09/03/2010	Uber High School	Picard, Jean	Teacher	8:00 AM - 3:00 PM	Full Day	Chan, Alice
Total Absences/Vacancies: 1						
09/13/2010	Dell Middle School	Barnes, Matt	Teacher	8:00 AM - 4:00 PM	Full Day	Aylestock, Aaron
Total Absences/Vacancies: 1						
10/06/2010	Dell Middle School	Barnes, Matt	Teacher	8:00 AM - 4:00 PM	Full Day	Anderson, Christopher
10/06/2010	Dell Middle School	Dundon, Craig	Teacher	8:00 AM - 3:00 PM	Full Day	Baker, Dee
10/06/2010	Uber High School	Campbell, Jason	Nurse	7:00 AM - 4:00 PM	Full Day	Aylestock, Aaron
Total Absences/Vacancies: 3						
Cumulative Total Absences/Vacancies: 6						

Assignment Summary

The Assignment report grouped by substitute name, school, and totals.

Substitute Assignment Summary Report Return to Report Menu

Start Date: 08/01/2010 **End Date:** 10/07/2010 **School:** View All **Substitute:** View All

Show only cumulative Absences/Vacancies greater than:

Print with page breaks

Submit

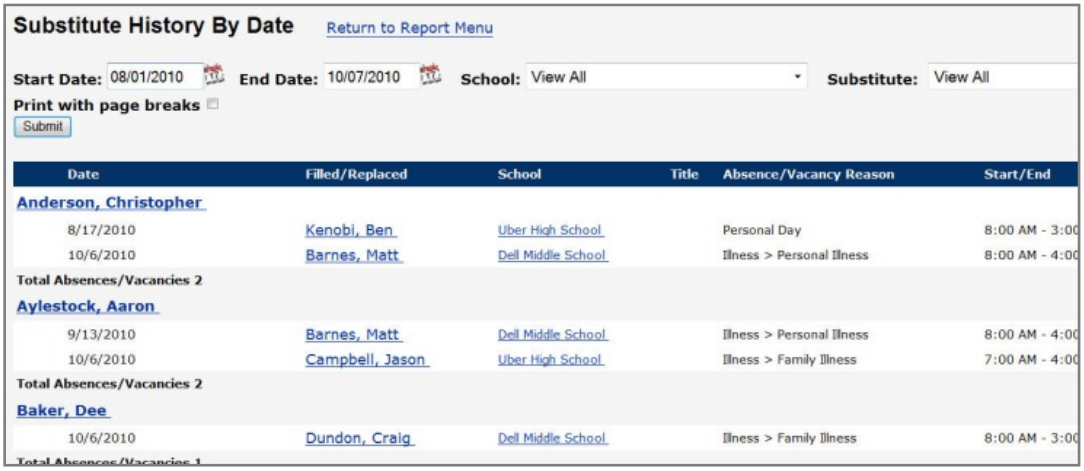
School	Substitutes Name	Total Absences/Vacancies
Dell Middle School	Anderson, Christopher	1
Uber High School	Anderson, Christopher	1
		Total Absences/Vacancies: 2
Dell Middle School	Aylestock, Aaron	1
Uber High School	Aylestock, Aaron	1
		Total Absences/Vacancies: 2
Dell Middle School	Baker, Dee	1
		Total Absences/Vacancies: 1
Uber High School	Chan, Alice	1
		Total Absences/Vacancies: 1
Cumulative Total Absences/Vacancies: 6		

June - ©2013 Frontline Technologies, Inc.

Confidential - Information in this document should not be distributed unless explicitly authorized.

History By Date

Absentee report sorted by Substitute and totaled. Filterable by: School or Substitute. If you run the report per school maximum date range is 92 days. If you run the report for an individual substitute maximum date range is 365 days.



Substitute History By Date Return to Report Menu

Start Date: 08/01/2010 **End Date:** 10/07/2010 **School:** View All **Substitute:** View All

Print with page breaks

Submit

Date	Filled/Replaced	School	Title	Absence/Vacancy Reason	Start/End
Anderson, Christopher					
8/17/2010	Kenobi, Ben	Uber High School		Personal Day	8:00 AM - 3:00
10/6/2010	Barnes, Matt	Dell Middle School		Illness > Personal Illness	8:00 AM - 4:00
Total Absences/Vacancies 2					
Aylestock, Aaron					
9/13/2010	Barnes, Matt	Dell Middle School		Illness > Personal Illness	8:00 AM - 4:00
10/6/2010	Campbell, Jason	Uber High School		Illness > Family Illness	7:00 AM - 4:00
Total Absences/Vacancies 2					
Baker, Dee					
10/6/2010	Dundon, Craig	Dell Middle School		Illness > Family Illness	8:00 AM - 3:00
Total Absences/Vacancies 1					

Most Called Substitutes

View the substitutes that Aesop has called the most. You can sort by 20, 40, or 60 days.

Most Called Substitutes Return to Report Menu

Substitute Performance for the past 60 **days.**

Submit

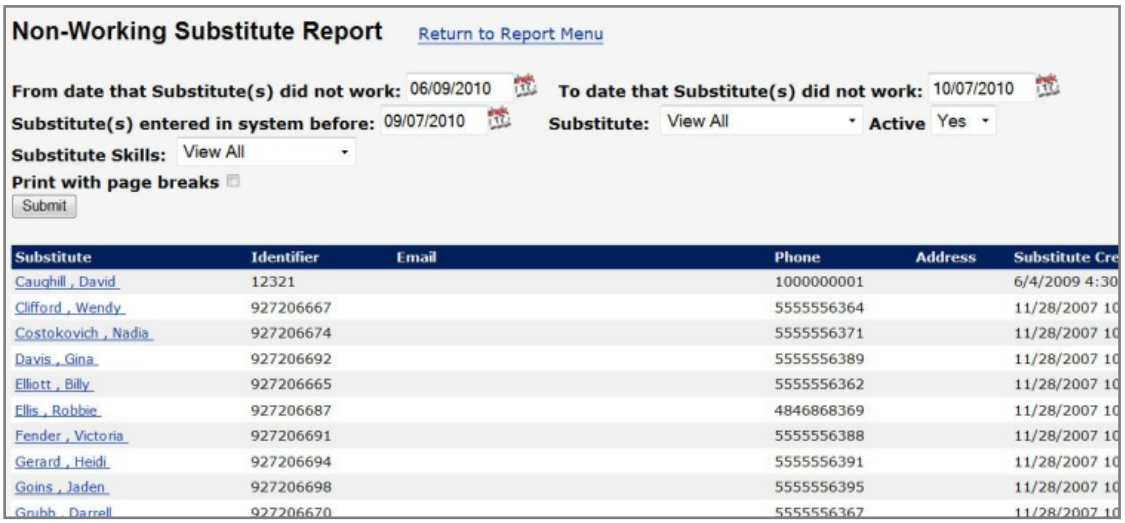
Substitute	Substitute Phone	# Accepted	# Rejected	# Reject All	# Cancelled	# Hangu
Aylestock, Aaron	(555) 409-9574	0	0	0	0	70
Chan, Alice	(555) 555-6360	0	0	0	0	75
Goins, Jaden	(555) 555-6395	0	0	0	0	61
Chen, Julie	(555) 555-6359	0	0	0	0	62
Baker, Dee	(555) 555-6394	0	0	0	0	32
Bush, George	(555) 555-6361	0	0	0	0	14
Clifford, Wendy	(555) 555-6364	0	0	0	0	10
Anderson, Christopher	(555) 555-6382	0	0	0	0	22
Caughill, David	(100) 000-0001	0	0	0	0	6
Jacobs, David	(555) 555-6355	0	0	0	0	11
Davis, Gina	(555) 555-6389	0	0	0	0	10
Barker, Bob	(484) 686-8369	0	0	4	0	9
Grubb, Darrell	(555) 555-6367	0	0	0	0	8

June - ©2013 Frontline Technologies, Inc.

Confidential - Information in this document should not be distributed unless explicitly authorized.

Non-Working Substitute Report

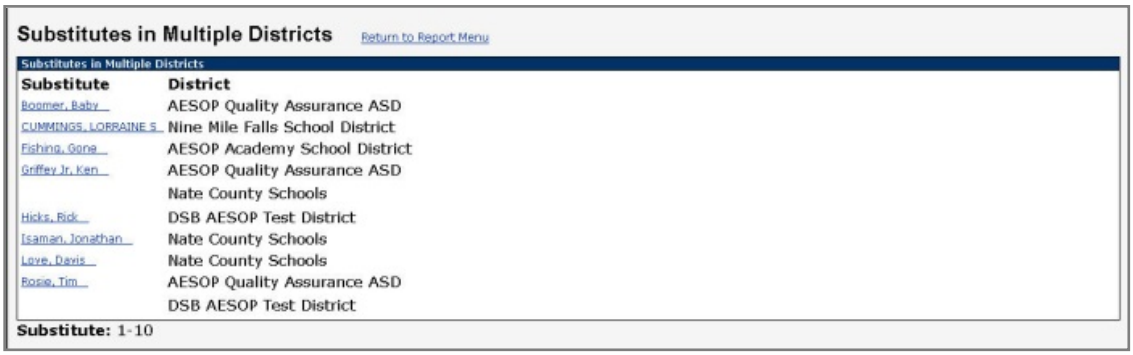
View the names of the substitutes who have not worked at all within a date range. You can filter by substitute name, active status, and skills.



Substitute	Identifier	Email	Phone	Address	Substitute Cre
Caughill , David	12321		1000000001		6/4/2009 4:30
Clifford , Wendy	927206667		5555556364		11/28/2007 10
Costokovich , Nadia	927206674		5555556371		11/28/2007 10
Davis , Gina	927206692		5555556389		11/28/2007 10
Elliott , Billy	927206665		5555556362		11/28/2007 10
Ellis , Robbie	927206687		4846868369		11/28/2007 10
Fender , Victoria	927206691		5555556388		11/28/2007 10
Gerard , Heidi	927206694		5555556391		11/28/2007 10
Goins , Jaden	927206698		5555556395		11/28/2007 10
Grubb , Darrell	927206670		5555556367		11/28/2007 10

Substitutes in Multiple Districts

View your substitutes who work in other Aesop districts.



Substitute	District
Roomer, Baby	AESOP Quality Assurance ASD
CUMMINGS, LORRAINE S	Nine Mile Falls School District
Fishing, Gone	AESOP Academy School District
Griffey Jr, Ken	AESOP Quality Assurance ASD
	Nate County Schools
Hicks, Rick	DSB AESOP Test District
Isaman, Jonathan	Nate County Schools
Love, Davis	Nate County Schools
Rosie, Tim	AESOP Quality Assurance ASD
	DSB AESOP Test District

June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Substitute Register

View substitutes' SSN, Phone, PIN, View the ratings the substitute has received via Absence Feedback. Sort by Active, Inactive or both. Aesop also gives you a total of substitutes selected.

Substitute Register Return to Report Menu

Active Yes
Submit

Name	Identifier	Phone	Pin	Need Pin	Active	Name Recorded?	Avg Rating
Anderson, Christopher	927206685	(555) 555-6382	2619	Yes	Yes	YES	★★★★
Aylestock, Aaron	927206688	(555) 409-9574	4561	Yes	Yes	YES	★★½
Baker, Dee	927206697	(555) 555-6394	2631	Yes	Yes	YES	★★★★½
Barker, Bob	927206661	(484) 686-8369	2595	Yes	Yes	YES	
Bush, George	927206664	(555) 555-6361	2598	Yes	Yes	YES	
Caughill, David	12321	(100) 000-0001	1313	Yes	Yes	YES	
Chan, Alice	927206663	(555) 555-6360	2597	Yes	Yes	YES	★★★★
Chen, Julie	927206662	(555) 555-6359	2596	Yes	Yes	YES	
Clifford, Wendy	927206667	(555) 555-6364	2601	Yes	Yes	YES	
Costokovich, Nadia	927206674	(555) 555-6371	2608	Yes	Yes	YES	
Davis, Gina	927206692	(555) 555-6389	2626	Yes	Yes	YES	
Elliott, Billy	927206665	(555) 555-6362	2599	Yes	Yes	YES	
Ellis, Robbie	927206687	(484) 686-8369	2621	Yes	Yes	YES	

Preferred Schools (Substitutes School Preferences)

View your substitutes school preferences. You can filter the report by substitute or school.

Substitute School Preferences Return to Report Menu

Substitute(s): View All, * AA,Anonymous, Abrams,Chloe, Adams,Allen
School(s): View All, Chester County School District, Chester County Elementary Schools, Appleton Elementary School
Order By: Substitute School
Print with page breaks
Submit

Y Substitute is willing to work at the location on the specified day.
N Substitute is NOT willing to work at the location on the specified day.

Substitute School	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AA, Anonymous							
Main Street Elementary School	Y	Y	Y	Y	Y	Y	Y
All other Schools	N	N	N	N	N	N	N
Abrams, Chloe							
All Schools	Y	Y	Y	Y	Y	Y	Y
Adams, Allen							
Appleton Elementary School	N	N	N	N	N	N	N
Cherry Hill Elementary School	N	N	N	N	N	N	N
Chester County Other	N	N	N	N	N	N	N
All other Schools	Y	Y	Y	Y	Y	Y	Y

Skills

June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

View the skills assigned to your substitutes. The report can be filtered by substitute, school, and number of days until skill expires.

Name	Phone	Skills/Certifications	Date Expires	Days
Anderson, Christopher	(555) 555-6382	Teacher		
Aylestock, Aaron	(555) 409-9574	Teacher		
Baker, Dee	(555) 555-6394	Teacher		
Barker, Bob	(484) 686-8369	Aide Special Education		
Caughill, David	(100) 000-0001	Aide		
Chan, Alice	(555) 555-6360	Special Education Teacher		
Chen, Julie	(555) 555-6359	Teacher		
Clifford, Wendy	(555) 555-6364	Nurse		
Goins, Jaden	(555) 555-6395	Physical Education Teacher		
Kenobi, Ben	(555) 999-5555	Teacher	5/25/2011	230

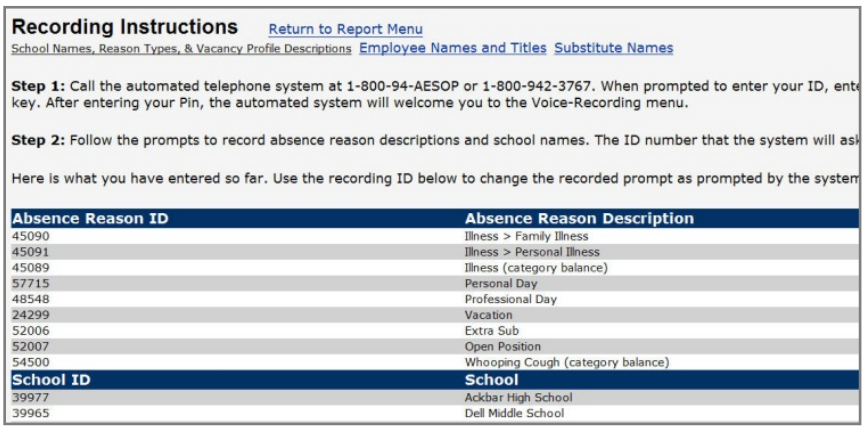
Substitute Exclusions

See which schools have excluded which substitutes. You also have the option to view an Employee Exclusion List.

June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

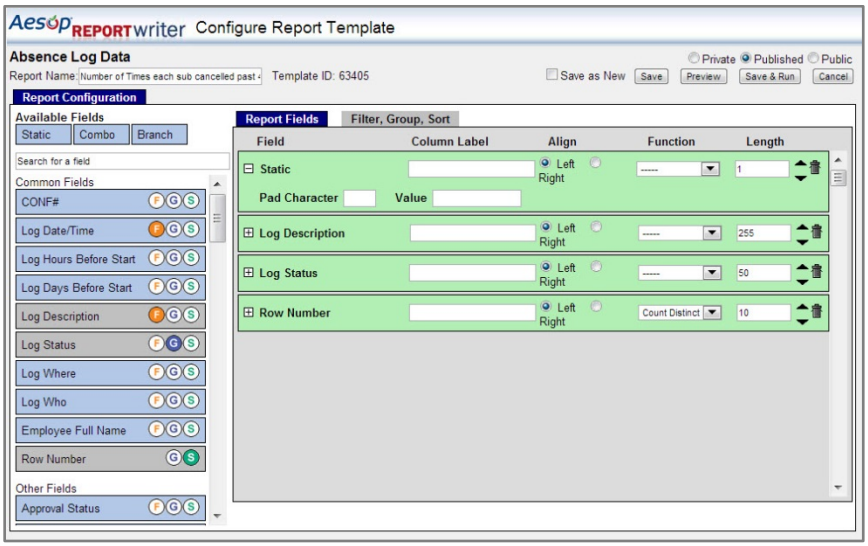
Recording Instructions

Aesop will automatically record the School Names, Absence Reasons, Employee Names & Titles, and Substitute's Names. You do have the option to listen to Aesop's recordings and record over them if you choose. Instructions on how to do this can be found at the top of this report.



Report Writer/Scheduled Reports

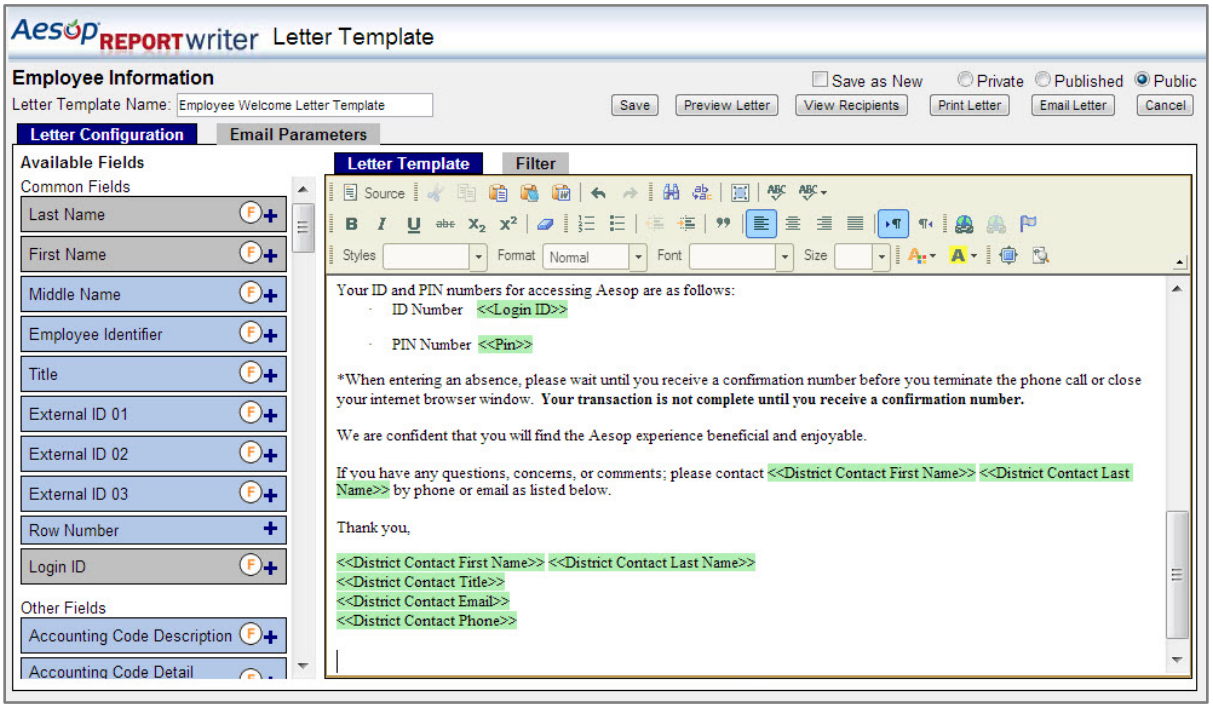
The Report Writer feature allows you to create customized reports, run them and save them for future use. Report Writer can also be used to create extract files to export data into your payroll system. For more information on Report Writer check out the Topical Guide in the Training and Reference Materials.



June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Letter Writer

The Letter Writer feature allows you to create customized letters, run them, and save them for future use. These letters can be printed or sent by email.



June - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Data Extracts and Imports

FRONTLINE™ TECHNOLOGIES

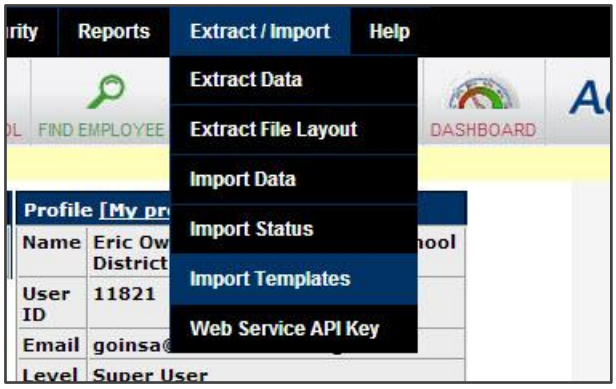
April - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Data Extract

Aesop allows you to extract absence data so that you can import it into your payroll software. Report Writer can be used to create these extract files. For more information on how to setup an extract file specific to your payroll system please contact Aesop Client Services.

Note: Importing Aesop data into another system may require additional programming to your other system. Contact your payroll vendor for more information.

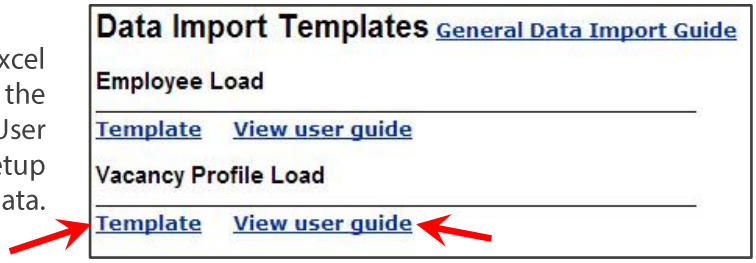
Data Import



You can update existing records or create new records by using the Data Import feature. This may help you save time by enabling you to upload new Data in batch process rather than one record at a time. The file must match the pre-defined format in order to be properly uploaded into the system.

There are pre-defined templates that are to be used for Data Imports. To get to these templates go to ***Extract Import > Import Templates***.

Here you will find links to the Excel Template and the User Guide for the import type you would like to do. The User Guide will walk you through how to setup the template and how to import the data.



May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Template

AT1 | Skill Expires

	AO	AP	AQ	AR	AS	AT	AU	AV
1	Language Description	Gender	Ethnicity Description	Skill Code	Skill Type	Skill Expires	Remove Skill	Absence Reason External ID
2								
3								
4								
5								
6								
7								

View User Guide

Aesop Automated Substitute Placement & Absence Management

EMPLOYEE LOAD TEMPLATE GUIDE | PAGE 2 of 5

This guide will walk through the available fields in the **Employee Import Template** and what they mean. The Import Template is broken down in highlighted sections based on what type of information you are trying to import. They are broken down as follows…

Blue – **Employee general info and permissions**
Highlighted Blue – Required fields for importing new employees
Orange – Preferred substitute information
Pink – Skill information
Green – Absence balance information

Tips

Every employee import will require the **Identifier** column so Aesop knows which employee to make the changes to.

To keep things simple you may want to delete any columns that are not being used from the Excel template before submitting for import.

Field Name	Description
Identifier	District unique Id number. May be alphanumeric and up to 30 characters . **Recommend an Employee number that matches the employee's ID from your payroll/hr system. **This field will be required in all data imports to identify the employee you want to update**
Last Name	Employee's last name. Up to 30 characters
First Name	Employee's first name. Up to 30 characters
Middle Name	Employee's middle name. Up to 10 characters
Title	Employee's specific title like "Second Grade" or "Nurse"
Phone	Employee's phone number. This will also be their login id. Don't

January - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Budget Codes, Accounting Codes, and Allocation Groups

FRONTLINE™ TECHNOLOGIES

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Summary

Budget codes and accounting codes are two tools available in Aesop to help districts track the funding sources from which to pay substitutes. By default, the budget code option is the option that is visible to an Aesop customer. However, many districts see the wisdom in using the Accounting Code feature, so this will be discussed in the context of this chapter as well. Essentially, budget codes and accounting codes perform the same function – they indicate from which budget the dollars to pay the substitute should come from. We will discuss both budget codes and accounting codes, then discuss the pros and cons of each method of fund tracking in Aesop.

Budget Codes

In the Reference Data section of Aesop, a table of budget codes can be created. The budget codes that are created here can be referenced in both the employee general information page (thus tying a budget code to a particular employee) as well as on the absence creation page (assigning a budget code to a particular absence).

The ***Reference Data > Budget Code*** table is shown below:

Budget Codes

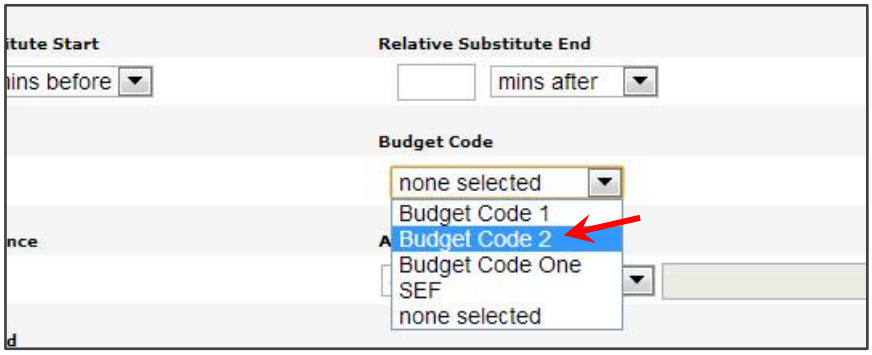
	Description	External ID
+		
	Budget Code 1	BC1
	Budget Code 2	BC2
	Budget Code One	4578399-388459-38845983
	SEF	43994593-398349493

New budget codes can be added by clicking the plus sign at the top row.

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

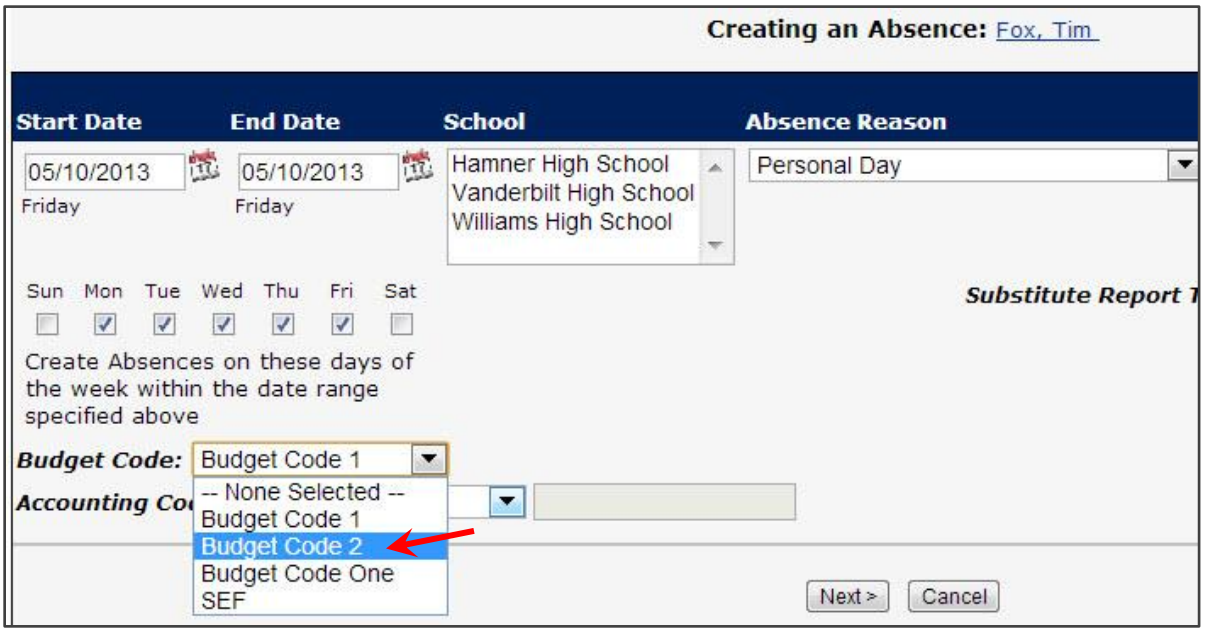
On the employee's general information page, a default budget code can be selected that would be automatically assigned to the absence upon creation of the absence. This code could be modified later by an administrator with the appropriate permissions (in order to override a particular budget code selection).

Employee General Information Page



A portion of the employee's general information page (see chapter 6) is shown here with the budget code dropdown box activated.

Creating an Absence



Once a default budget code has been selected for an employee (this can also be imported – see the chapter on imports for information on how to quickly set the budget code field for each of your employees), this budget code becomes the default for any new absence that is created for that particular employee.

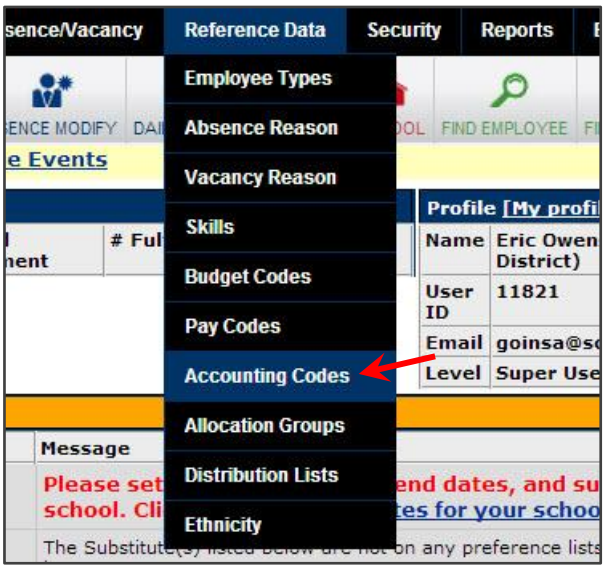
May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Important Notes:

1. Budget Codes are defaulted to employees so that the system can make the correct determination of the budget code when the budget code is driven by the absent employee. For some districts, the budget code can also be driven by the absence reason and/or school selected. In that case, the budget code would need to be overridden.

2. Some school districts have requested that employees be able to select their own budget code while creating an absence on the web. If you are interested in this feature, please contact the Client Services team. This is a feature that we can activate for you upon request.

Accounting Codes



Accounting codes are very similar to budget codes, but the functionality of accounting codes allows for two additional options. Districts will rarely use both accounting codes and budget codes. Normally, accounting codes would be used as an alternative to budget codes.

You also have the ability to associate an Accounting Code with a particular school (or group of schools) as well as the ability for "write in" or custom accounting code to be assigned. In most cases, a call to our Client Services team is required to activate the Accounting Code feature.

The Accounting Code table holds both a verbal description as well as the actual code number that is associated with that verbal description. Additionally, the accounting code can be associated with a particular school. This will help ensure that the drop down lists associated with given accounting codes are not overly cumbersome. Each school will only be able to choose from appropriate accounting codes.

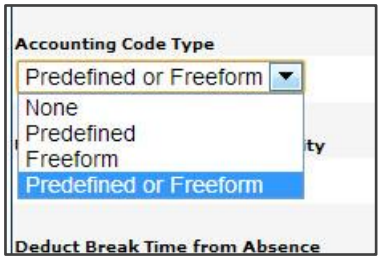
May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Accounting Codes

	Description	School	External ID	Public
+				☑
	Accounting Code 123	Victoria County Community Schools	123-123-123	☐
	Accounting Code 321	Victoria County Community Schools	321-321-321	☑
	Accounting Code Test	Victoria County Community Schools	ACT	☑

Additionally, the code can be marked as "public" or "private." Permissions on the principal profile (discussed in the chapter on permissions) will control whether or not a school level administrator has rights to "private" accounting codes.

Organization Configuration for Accounting Codes

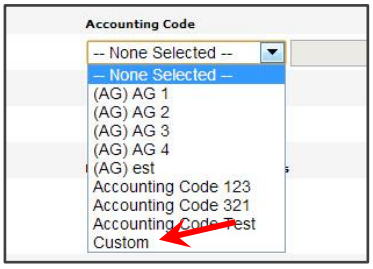


An additional area to configure if using Accounting Codes will be to indicate what type of Accounting Codes will be used by default.

This configuration is found under ***Master Data > Organization > Miscellaneous***.

As shown above – the default of "predefined" (only chosen from the table as defined in the last step), "freeform" (free text entry) or a combination can be selected. This selection can be overridden at the school level if desired.

Note: A district can use the combination of the ***Master Data > Organization > Miscellaneous*** Page as well as the School's General Information page to create an environment in which predefined, freeform, or both types of accounting codes can be used in different ways within a single school district. Just like with budget codes, a default accounting code may be associated with a given employee as pictured below.

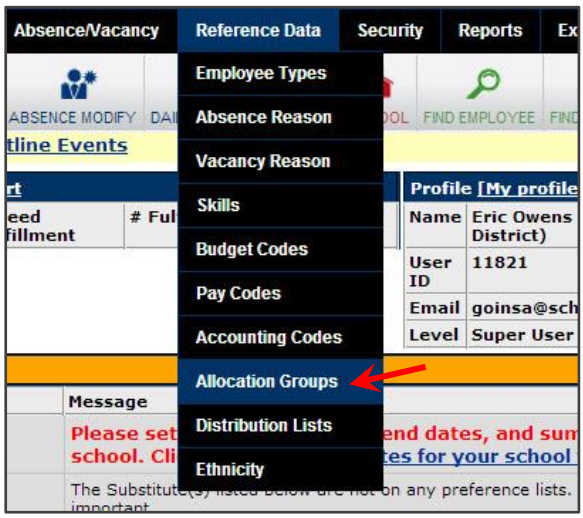


As you can see on the employee's general information page pictured to the left, this particular employee could have a particular accounting code associated by default, even if that code is a freeform code (entered by choosing the "custom" option as shown).

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

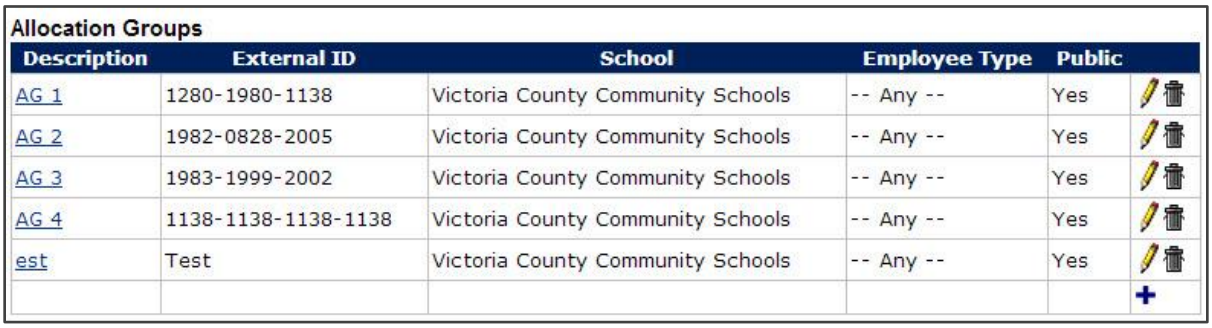
If your budget code assignment process is based solely on the absent employee, and you have relatively little need for administrators to either be keying in a custom budget code, then the budget code feature is for you. If you need to have either the feature of associating certain codes with certain locations, or you need the ability for custom or "write in" codes, please request the activation of the Accounting Code feature from the Aesop Client Services team.

Using Allocation Groups for Multiple or "Split" Accounting Codes



In some cases, you may want to actually assign multiple accounting codes to a specific individual. You would use this feature if you need to indicate that, for example, an employee's absence should be coded 70% to Budget Code A, and 30% to budget code B. To accomplish this, you would first create what is called an Allocation Group.

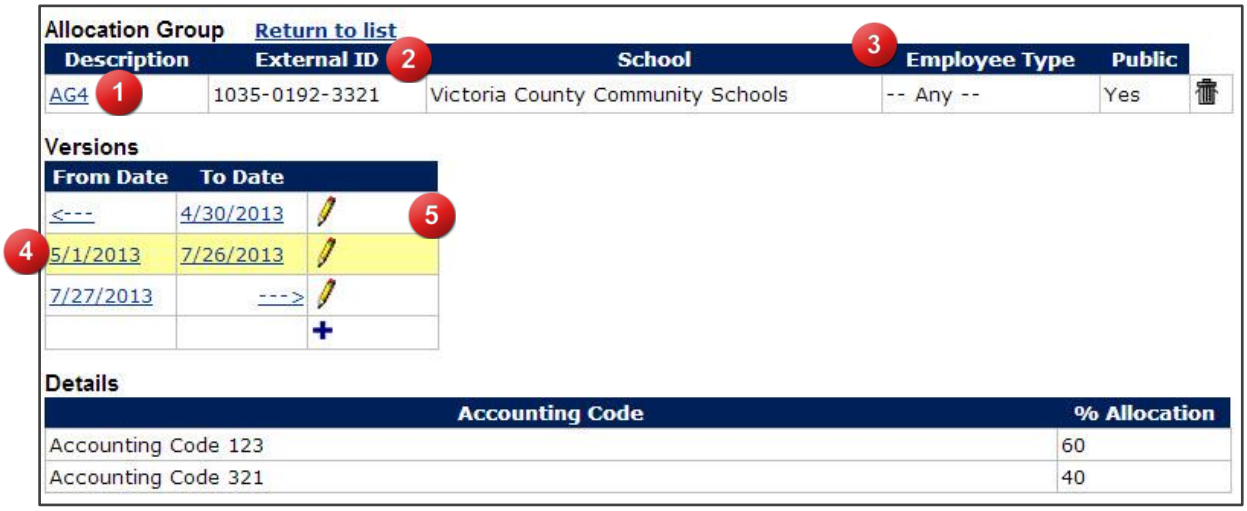
To create a new Allocation Group, click the blue "plus" sign.



Allocation Groups

Description	External ID	School	Employee Type	Public	
AG 1	1280-1980-1138	Victoria County Community Schools	-- Any --	Yes	
AG 2	1982-0828-2005	Victoria County Community Schools	-- Any --	Yes	
AG 3	1983-1999-2002	Victoria County Community Schools	-- Any --	Yes	
AG 4	1138-1138-1138-1138	Victoria County Community Schools	-- Any --	Yes	
est	Test	Victoria County Community Schools	-- Any --	Yes	
					+

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.



1. First, give your new Allocation Group a name.
2. Indicate the "code" that you wish to associate with this group
3. Indicate the school and employee type that this group will be available for
4. Give the details of this split. In this example, this allocation group is split 60% to the first accounting code, and 40% to the second. The items in the drop down list will be your "Accounting Codes" that you have defined in reference data.
5. Effective Dating of the accounting code will allow you to manage different versions of this particular "split" as time goes by.

You can have as many lines as you need, as long as the percentage of allocation adds up to 100%.

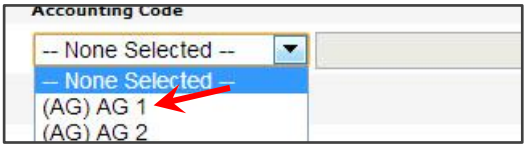
When creating an Allocation Group, your goal is to indicate an accounting code "override" for an individual who is split coded. The goal would be to allocate funds to pay the substitute 60% from one budget, and 40% from another budget. Creating the allocation group under reference data will allow you to assign it to both an employee record as a default, as well as to an appropriate (based on your school and employee type designation in step #3 above) absence.

Budget codes and accounting codes are two tools available in Aesop to help districts track the funding sources It is also possible to create different "versions" of the allocation group that will be used at different points in time, depending on the effective date selected. In this example, the Allocation group has a 60/40 split from 12/4 to 12/31, but this same allocation group that is assigned to an absence after 1/1/2009 would have a 63/37 split

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

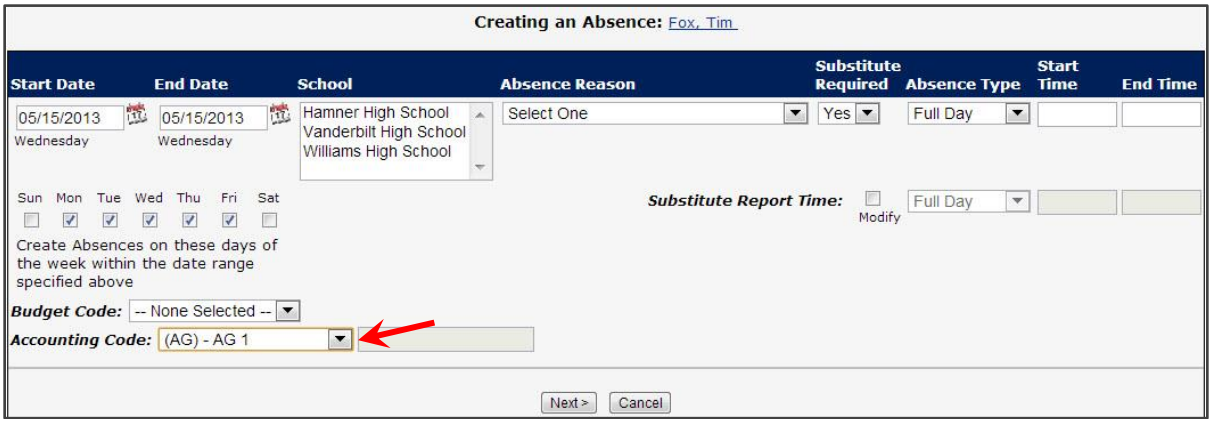
Assigning an Allocation Code to an Employee

When viewing an employee's General Information Screen, and when using "Accounting Codes" and "Allocation Groups", a specific code or default allocation group can be associated with the employee as shown below.



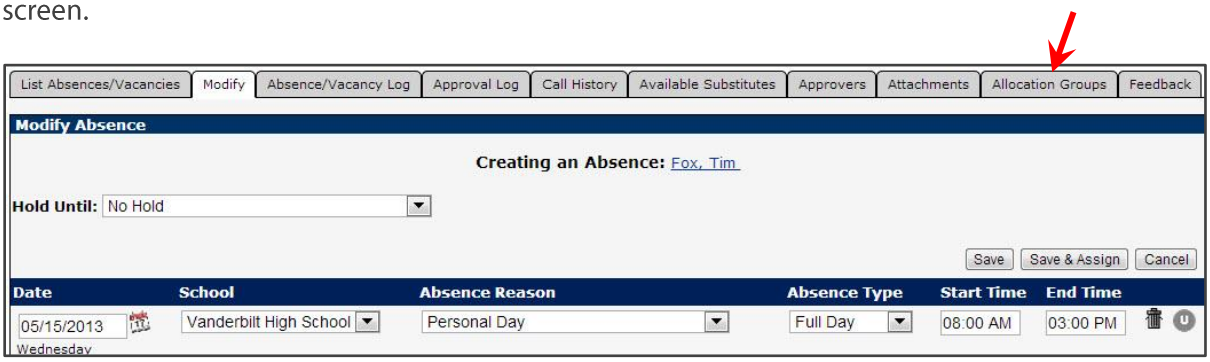
Allocation groups can be easily spotted in this drop down list by the (AG) designation.

After you assign an Allocation Group to a particular employee, that AG becomes the default coding that is placed on any absence that is created for that employee.



Defining an Allocation Group for a Particular Absence

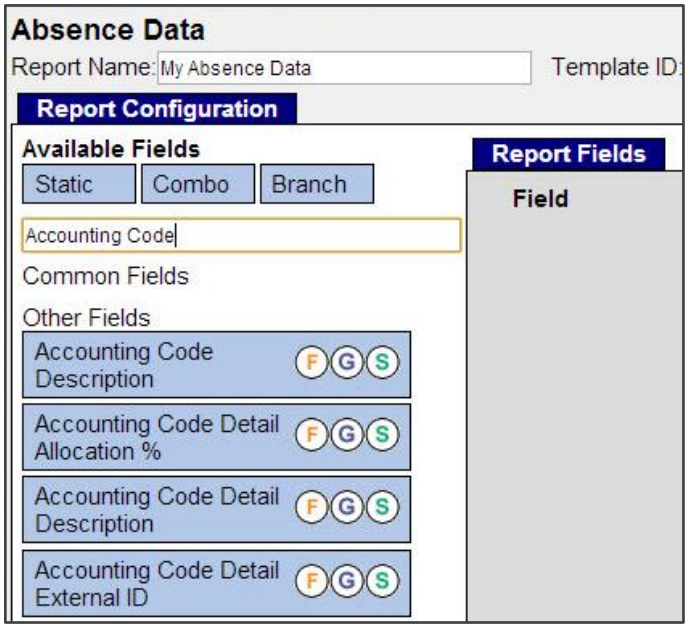
For ultimate flexibility, the user can customize a specific allocation group to be assigned to a particular absence! This is visible by using the "allocation groups" tab on the "modify absence" screen.



May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

By creating a custom allocation group that is used just for this absence, the user is able to handle the unusual scenario of indicating a different "split" than is normally used.

Data Management for Allocation Groups

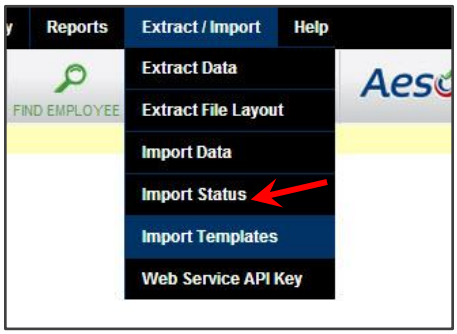


A number of fields have been added to the Report Writer to accommodate allocation group reporting. These codes are found in the Absence Data section of the Report Writer.

For more information on the Report Writer, see the chapter and guide on Report Writer features. These specific fields dealing with accounting codes and allocation groups have been added to the report writer as an easy way to extract information about absences that have associated allocation groups.

When using allocation groups for a particular absence, it is important to remember that the absence, when extracted, will contain multiple rows even for a single day absences. One row will be extracted for every different accounting code that is used for a percentage of the absence.

Importing Allocation Groups



If you plan to use many different allocation groups, you are also able to import these by using our data import feature. You will be able to import allocation groups and also assign a particular allocation group to an employee using the import tool (see chapter on Data Importing for more details on importing data.) The excel template will allow you to import `multiple allocation groups and assign them to employees without doing this one at one time.

FRONTLINE TECHNOLOGIES
May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Aesop® Substitute Placement & Absence Management

Web Navigator User Manual

Resources

FRONTLINE™ TECHNOLOGIES

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Help, Training, and Reference Materials

New features or old features have you stumped? Check out our different resources. From written documentation to Live Help, you can find the answers!

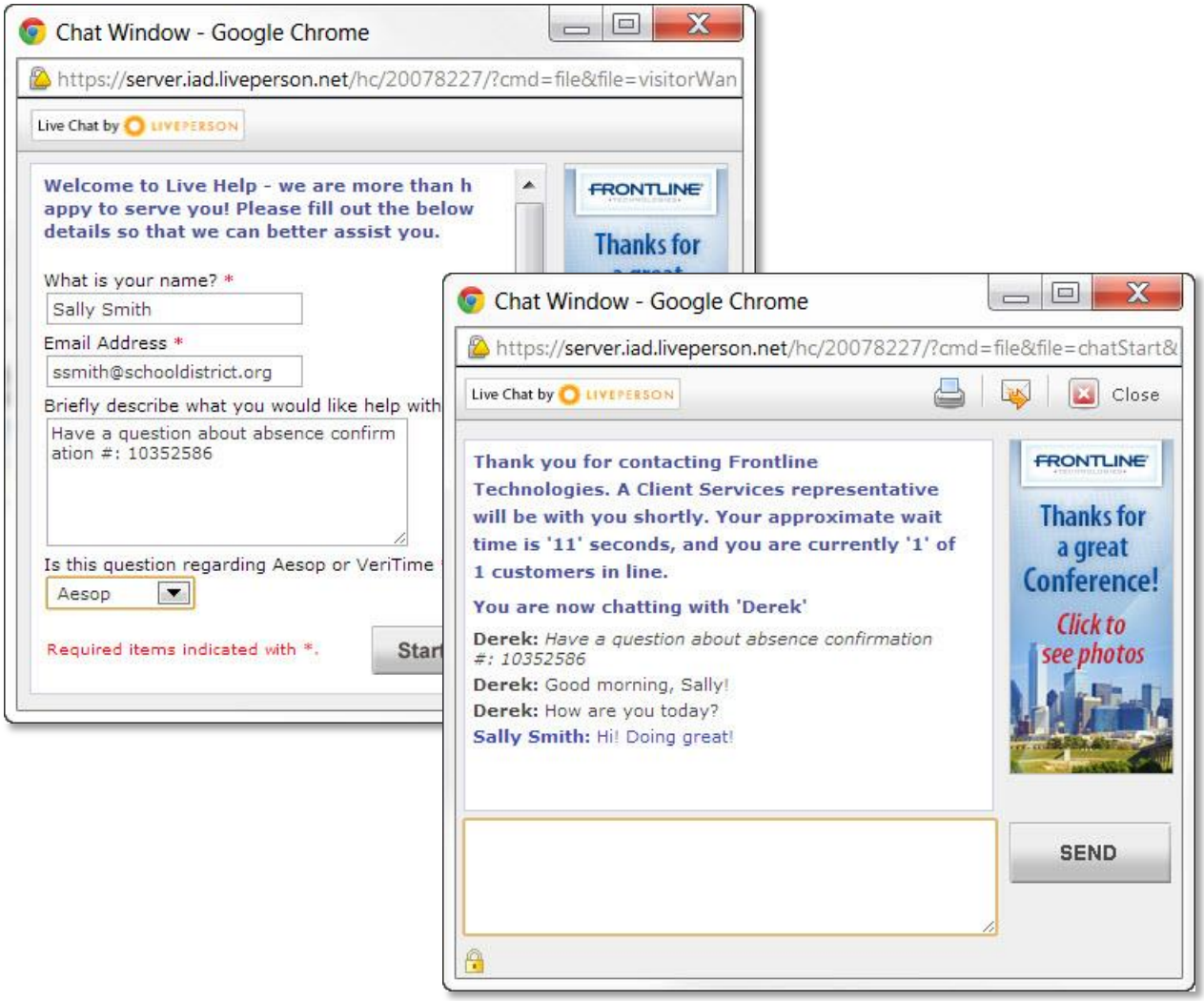
The "Training and Reference Materials" page is filled with helpful user guides, topical guides, training videos, interactive courses, and tips to become an Aesop pro.

May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.

Live Help

One of the most raved about features in Aesop is our Live Chat with our Client Services' team.

To use Live Help simply click the button in the menu bar on your home page. Then fill in the required information and click the ***Start Chat*** button. A Client Services representative will be with you in no time at all.



May - ©2013 Frontline Technologies, Inc.
Confidential - Information in this document should not be distributed unless explicitly authorized.