



Web Navigator User Manual

Reports

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: [Today](#)
School(s):
Employee Types:
Type:
Order By: ☒ School ☐ Employee Name

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							
Dalk, 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

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.

Absence Approval Status [Return to Report Menu](#)

View All
Victoria County Community Schools
Administration Building
Beacon School

View All
Assaad, Tamer
Bauer, Jack
Blanche, Barry

Start Date: 01/01/2013 End Date: 08/31/2013 School: Employee: Absence Reasons:

View All
Bereavement > Immediate Family
Bereavement > Non Immediate Family
Illness > Family Illness
Illness > Personal Illness
Jury Duty

Statuses: ☒ Unapproved ☒ Approved ☒ Denied ☒ Partially Approved

Submit

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
10176181	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.

Absence Reconciliation [Return to Report Menu](#)

Start Date: 01/01/2012 End Date: 12/31/2012 School(s): View All

Type: Absences/Vacancies Employee: Assaad, Tamer
Bauer, Jack
Blanche, Barry

Vacancy Profile: View All
Open Aide Position
Open Nurse Position
Open Teacher Position

Substitute(s): View All
* Aylestock, Aaron
Baker, Dee
Baker, Tom

Submit

Reconcile Absences for this date range.

School
Reconciliation Status

CONF#	Date	Reconciled?	Absence/Vacancy Reason	Start Time	End Time	Duration	Budget Code	Pay Code
Dell Middle School								
UNRECONCILED								
Confirmation # 95217309	Starting: 11/8/2012	Employee: Assaad, Tamer (Identifier: 927206618)	UNFILLED					
11/8/2012	N	Vacation	8:00 AM	4:00 PM	Full Day	none	none	
Confirmation # 86091128	Starting: 4/27/2012	Employee: Blanche, Barry (Identifier: 927206697)	Fulfilled by: Baker, Dee (Identifier: 927206697)					
4/27/2012	N	Personal Day	4:00 PM	11:59 PM	Full Day	none	none	
Confirmation # 77681458	Starting: 1/5/2012	Employee: Noble, Donna (Identifier: BARNE557821)	Fulfilled by: Barrowman, George (Identifier: 927206654)					
1/5/2012	N	Personal Day	7:45 AM	4:45 PM	Full Day	Budget Code One	none	
Confirmation # 83442660	Starting: 3/20/2012	Employee: Noble, Donna (Identifier: BARNE557821)	Fulfilled by: Baker, Tom (Identifier: BAKER55346)					
3/20/2012	N	Illness > Personal Illness	7:45 AM	4:45 PM	Full Day	Budget Code One	Regular Sub Rate	
Confirmation # 83982557	Starting: 3/28/2012	Employee: Noble, Donna (Identifier: BARNE557821)	Fulfilled by: Tyler, Rose (Identifier: 927206680)					
3/28/2012	N	Illness > Family Illness	8:00 AM	3:00 PM	Full Day	Budget Code One	none	

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 ☐

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 ☐

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	

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.

Absence Monthly Summary

[Return to Report Menu](#)

School(s):
View All

April

2013

Employee Types:
View All

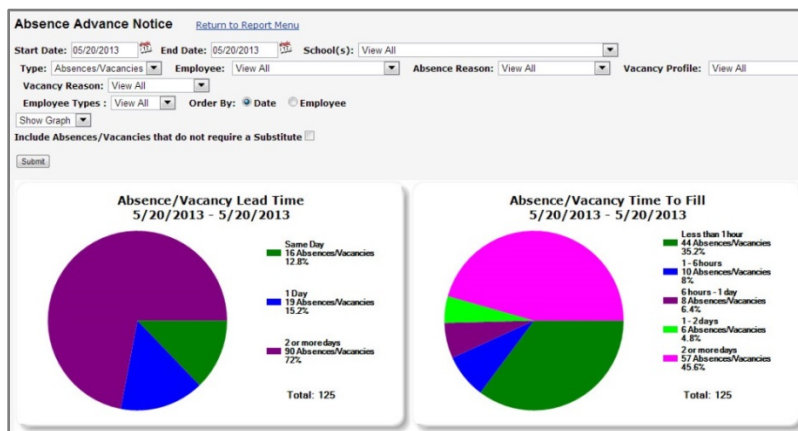
Type:
Absences/Vacancies

Submit

April 2013							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
31	<div>Total Absences/Vacancies: 3</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 3</div> <div>Filled: 2</div> <div>Unfilled: 1</div> <div>Held: 0</div> <div>Fill Rate: 66%</div>	<div>Total Absences/Vacancies: 2</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 2</div> <div>Filled: 1</div> <div>Unfilled: 1</div> <div>Held: 0</div> <div>Fill Rate: 50%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 2</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 2</div> <div>Filled: 1</div> <div>Unfilled: 1</div> <div>Held: 0</div> <div>Fill Rate: 50%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	
	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total Absences/Vacancies: 1</div> <div>Fill NOT needed: 0</div> <div>Fill needed: 1</div> <div>Filled: 1</div> <div>Unfilled: 0</div> <div>Held: 0</div> <div>Fill Rate: 100%</div>	<div>Total</div>				

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.



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.

Absence Call History [Return to Report Menu](#)

☐ Absence/Vacancy
 ☐ Substitute
 ☐ Employee
 ☒ School

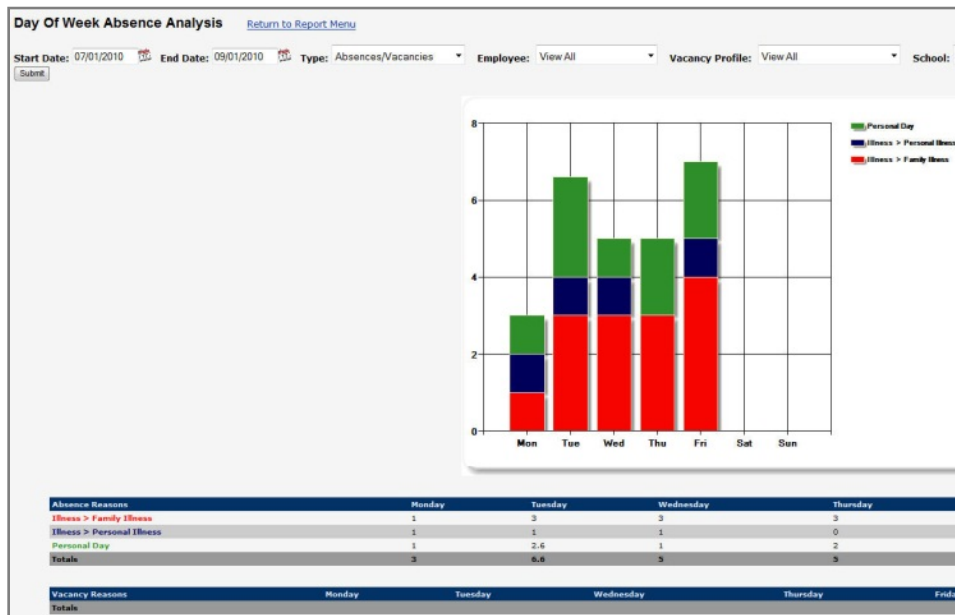
School: Victoria County Community Schools Date Range: 09/01/2010 - 10/01/2010

School District: [Uber High School](#)

Date	Time	Direction	Status	Line	Substitute	Employee
09/01/2010	4:00 PM	O	Aborted	Answer	Baker, Dee	Picard, Je
09/01/2010	4:00 PM	O	Aborted	Answer	Avlestock, 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	Avlestock, 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 Reason Percentages

Absence reason usage for a date range. Maximum date range 365 days.

Absence Reason Percentages

[Return to Report Menu](#)

Start Date: 08/01/2010

End Date: 10/06/2010

Type: Absences/Vacancies

School: View All

Submit

Absence Reason Type	% Needs Substitute	Absences Needing Substitute	% Does NOT Need Substitute
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 Reasons By School [Return to Report Menu](#)

Start Date:

08/01/2009

End Date:

10/06/2009

School(s):

View All

Victoria County Community Schools

Ackbar High School

Dell Middle School

Employee Types :

View All

Janitor

Nurse

Paraprofessional

Submit

View All

Illness > Family Illness

Illness > Personal Illness

Personal Day

Professional Day

Vacation

Absence Reasons:

Vacancy F

Absence Reasons			
		Dell Middle School	Waver High School
Illness	0	1.00	
Illness > Family Illness	0.50	2.50	
Personal Day	0	1.00	
Vacation	0	0.50	

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.

Absence Feedback [Return to Report Menu](#)

Start Date: 06/01/2009

End Date: 10/06/2010

School(s):

View All
Victoria County Community Schools
Ackbar High School
Dell Middle School

Employee: View All

Submit

Substitute Performance Rating between no rating and 5 stars

Substitute Experience Rating between no rating and 5 stars

Submit

CONF#	Substitute	Substitute Performance	Employee
51828568	Dee Baker	★★★★★	Jack Bauer
51962283	Christopher Anderson	Details no feedback	Joe Cool (no rating)
52226435	Christopher Anderson	★★★★★	Ben Kenobi
		Details	

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.

Absence Interactive [Return to Report Menu](#)

Date Selection: Quick: This Week

Schools: View All
Victoria County Community Schools
Ackbar High School
Dell Middle School

Type: Absences/Vacancies

Absence Reasons: View All
Illness > Family Illness
Illness > Personal Illness
Personal Day
Professional Day
Vacation

Vacancy Reasons: View All
(Vacancy Position)
Extra Sub
Open Position
Whooping Cough

Employee Types: View All
Janitor
Nurse
Paraprofessional

Accounting Codes: View All
2001 2001
2002 2002
Accounting Code 123

Group By: Date(Daily)
Threshold for details: 50 items
Show Absence as percent of day? ☐

From: 10/3/2010
To: 10/9/2010
Grouped By: Date (Daily)
Need Sub: Need Sub or Not Need Sub
Filled: Filled or Unfilled

[Export to Excel](#)

CONF#	Title	Employee	Employee Type	Substitute	WeekDay	Date	Start	End	Type	Duration	School	Absence/Vacancy Reason
34439624		Barnes, Matt	Teacher	Anderson, Christopher	Wed	10-06-10	08:00	16:00	Full Day	08:00	Dell Middle School	Illness > Personal Illness
34439842		Campbell, Jason	Nurse	Aylestock, Aaron	Wed	10-06-10	07:00	16:00	Full Day	09:00	Usher High School	Illness > Family Illness
34439894		Dundon, Craig	Teacher	Baker, Dee	Wed	10-06-10	08:00	15:00	Full Day	07:00	Dell Middle School	Illness > Family Illness
34440152		Foster, Jeff	Teacher		Wed	10-06-10	08:00	15:00	Full Day	07:00	Jaspers Elementary School	Illness > Family Illness

Cancelled/Closed Absences

Shows all absences in a date range that have been either Closed or Cancelled. Max date range is 365 days.

Cancelled/Closed Absences [Return to Report Menu](#)

Start Date: 08/01/2009 End Date: 10/06/2010

Employee Types: View All
Janitor
Nurse
Paraprofessional

Type: Absences/Vacancies

Employee: View All
Adkerson, Angela
Assaad, Tamer
Barnes, Matt

Vacancy Profile: View All
Open Aide Position
Open Nurse Position
Open Teacher Position

Substitute(s): View All
Anderson, Christopher
Aylestock, Aaron
Baker, Dee

Needs Substitute: ALL Status: All

[Submit](#)

Start Date	Employee	Employee Type	Need Substitute
8/3/2010	Angela Adkerson	Teacher	Yes
8/20/2010	Ben Kenobi	Teacher	Yes
9/21/2010	Angela Adkerson	Teacher	Yes

Substitute Sign In

Use this report for your substitutes to sign in when they arrive at school.

Substitute Sign In Report [Return to Report Menu](#)

Start Date: 10/06/2010 End Date: 10/06/2010 School: View All

Type: Absences/Vacancies Employee: View All Absence Reason: View All Vacancy Profile: View All Vacancy Reason: View All

Employee Types: View All Order By: ☒ Date ☐ Employee

Print with page breaks ☐

Date	External ID	Name	Employee Type	Title	Start/End	External ID	Substitute	CONF #
10/06/2010		Barnes, Matt	Teacher		8:00 AM - 4:00 PM Duration: Full Day		Anderson, Christopher	54439504
		Dell Middle School						Signature: _____ Acct cd: _____
10/06/2010		Dundon, Craig	Teacher		8:00 AM - 3:00 PM Duration: Full Day		Baker, Dee	54439894
		Dell Middle School						Signature: _____ Acct cd: _____
10/06/2010		Campbell, Jason	Nurse		7:00 AM - 4:00 PM Duration: Full Day		Aylestock, Aaron	54439842
		Uber High School						Signature: _____ Acct cd: _____

Perfect Attendance

This report will show you all employees who have not been absent in a particular date range.

Perfect Attendance [Return to Report Menu](#)

Start Date: 05/21/2013 End Date: 05/21/2013 School(s): View All

Employee Types: View All
Aide
Janitor
Nurse

Select Absence Reasons to not include: View All
Bereavement > Immediate Family
Bereavement > Non Immediate Family
Illness > Family Illness
Illness > Personal Illness
Jury Duty

Print with page breaks ☐

School	Emp Id	Name	Employee Type	Title	Phone	Email
Columbia Elementary School	BARNE557821	Noble, Donna	Teacher	Science Teacher	5555551298	mbarnes@mail.com
Dell Middle School	927206618	Assaad, Tamer	Teacher	none	5555551284	none
	927206648	Bauer, Jack	Teacher	CTU Agent	5555551314	jonisdabomb@awesome.com
	927206612	Blanche, Barry	Teacher	none	5555551278	none
	123456789	Cool, Joe	Teacher	Title	5551114498	none
	927206606	Donaldson, Colby	Teacher	none	5555551272	none
	777999888	Mac, Jimmy	Teacher	Radio Host	8009995555	none

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 <input type="checkbox"/> Print with page breaks <input type="checkbox"/> <input type="button" value="Submit"/>				
School	Employee	Absence Reason	Tracking Type	Initial
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
		Vacation	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 <input type="checkbox"/> <input type="button" value="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	

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	Options

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: ☐

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	2	✓			10%		12
Open Teacher Position	Title Vacancy Profile	Needs Substitute: Yes					
Teacher	2	✓			10%		12
Dell Middle School							
Teacher							
Mac, Jimmy	Title Radio Host	Needs Substitute: Optional					
Teacher	2	✓			10%		12
Open Teacher Position	Title Vacancy Profile	Needs Substitute: Yes					
Teacher	2	✓			10%		12
Jaspers Elementary School							

Multi-School Employees

View all employees who work at multiple schools.

Multi-School Employees
[Return to Report Menu](#)

View All
Janitor
Nurse
Paraprofessional

View All
Victoria County Community Schools
Ackbar High School
Dell Middle School

Employee Types :
School(s):
Active Yes

View By
Employee
School

Submit

Employee Name	Schools
Asaad, Tamer	Dell Middle School
	Uber High School
	Walker Middle School
Campbell, Jason	Uber High School
	Vanderbilt High School

Multi-School Vacancy Profiles

View all Vacancy Profiles that are assigned to multiple schools.

Multi-School Vacancy Profiles
[Return to Report Menu](#)

View All
Janitor
Nurse
Paraprofessional

View All
Victoria County Community Schools
Ackbar High School
Dell Middle School

Employee Types :
School(s):
Active Yes

View By
Vacancy Profile
School Active

Submit

Vacancy Profile	Schools
Open Aide Position,	Ackbar High School
	Dell Middle School
	Jaspers Elementary School
	Sawyer Elementary School
	Uber High School
	Vanderbilt High School

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		

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 ☐

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 PM
10/6/2010	Barnes, Matt	Dell Middle School		Illness > Personal Illness	8:00 AM - 4:00 PM
Total Absences/Vacancies 2					
Aylestock, Aaron					
9/13/2010	Barnes, Matt	Dell Middle School		Illness > Personal Illness	8:00 AM - 4:00 PM
10/6/2010	Campbell, Jason	Uber High School		Illness > Family Illness	7:00 AM - 4:00 PM
Total Absences/Vacancies 2					
Baker, Dee					
10/6/2010	Dundon, Craig	Dell Middle School		Illness > Family Illness	8:00 AM - 3:00 PM
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.						
<input type="button" value="Submit"/>						
Substitute	Substitute Phone	# Accepted	# Rejected	# Reject All	# Cancelled	# Hangup
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

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.

Non-Working Substitute Report

[Return to Report Menu](#)

From date that Substitute(s) did not work: 06/09/2010

To date that Substitute(s) did not work: 10/07/2010

Substitute(s) entered in system before: 09/07/2010

Substitute: Active

Substitute Skills:

Print with page breaks ☐

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.

Substitutes in Multiple Districts

[Return to Report Menu](#)

Substitute	District
Boomer, Baby	AESOP Quality Assurance ASD
CUMMINGS, LOBBRAINE S	Nine Mile Falls School District
Fishing, Gona	AESOP Academy School District
Griffer 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
Rogio, Tim	AESOP Quality Assurance ASD
	DSB AESOP Test District

Substitute: 1-10

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 <input type="button" value="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	★★★★★
Baker, Dee	927206697	(555) 555-6394	2631	Yes	Yes	YES	★★★★★
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](#)

View All

* AA Anonymous

Abrams,Chloe

Adams,Allen

View All

Chester County School District

Chester County Elementary Schools

Appleton Elementary School

Substitute(s):

School(s):

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

View the skills assigned to your substitutes. The report can be filtered by substitute, school, and number of days until skill expires.

Substitute Certifications/Skills Return to Report Menu				
Substitute: <input type="text" value="View All"/> [All Skills] Number of Days until Skill Expires: <input type="text"/> Show Inactive Substitutes				
<input type="button" value="Submit"/>				
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.

Substitute Exclusions Return to Report Menu	
School: <input type="text" value="View All"/> <input type="checkbox"/> Show Employee exclusion lists?	
View By <input checked="" type="radio"/> Preference List <input type="radio"/> Substitute	
<input type="button" value="Submit"/>	
Preference List Owner	Excluded Substitute(s)
School: Ackbar High School	Fender, Victoria
School: Sawyer Elementary School	Goins, Jaden
School: Uber High School	Barker, Bob

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.

Recording Instructions [Return to Report Menu](#)
[School Names, Reason Types, & Vacancy Profile Descriptions](#) [Employee Names and Titles](#) [Substitute Names](#)

Step 1: Call the automated telephone system at 1-800-94-AESOP or 1-800-942-3767. When prompted to enter your ID, enter key. After entering your Pin, the automated system will welcome you to the Voice-Recording menu.

Step 2: Follow the prompts to record absence reason descriptions and school names. The ID number that the system will ask you to enter is the recording ID.

Here is what you have entered so far. Use the recording ID below to change the recorded prompt as prompted by the system.

Absence Reason ID	Absence Reason Description
45090	Illness > Family Illness
45091	Illness > Personal Illness
45089	Illness (category balance)
57715	Personal Day
48548	Professional Day
24299	Vacation
52006	Extra Sub
52007	Open Position
54500	Whooping Cough (category balance)
School ID	School
39977	Ackbar High School
39965	Dell Middle School

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.

Aesop REPORTwriter Configure Report Template

Absence Log Data Report Name (Number of Times each sub canceled past) Template ID: 63405 ☐ Save as New ☐ Private ☒ Published ☐ Public

Report Configuration

Available Fields: Static, Combo, Branch

Search for a field

Common Fields:

- CONF#
- Log Date/Time
- Log Hours Before Start
- Log Days Before Start
- Log Description
- Log Status
- Log Where
- Log Who
- Employee Full Name
- Row Number

Other Fields:

- Approval Status

Report Fields Filter, Group, Sort

Field	Column Label	Align	Function	Length
Static	Pad Character Value	Left Right		1
Log Description		Left Right		255
Log Status		Left Right		50
Row Number		Left Right	Count Distinct	10

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.

Aesop REPORTwriter Letter Template

Employee Information
Letter Template Name: Employee Welcome Letter Template

Save as New Private Published Public

Save Preview Letter View Recipients Print Letter Email Letter Cancel

Letter Configuration **Email Parameters**

Available Fields

Common Fields

- Last Name
- First Name
- Middle Name
- Employee Identifier
- Title
- External ID 01
- External ID 02
- External ID 03
- Row Number
- Login ID

Other Fields

- Accounting Code Description
- Accounting Code Detail

Letter Template **Filter**

Source

Styles Format Normal Font Size

Your ID and PIN numbers for accessing Aesop are as follows:

- ID Number <<Login ID>>
- PIN Number <<Pin>>

*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

We are confident that you will find the Aesop experience beneficial and enjoyable.

If you have any questions, concerns, or comments; please contact <<District Contact First Name>> <<District Contact Last Name>> by phone or email as listed below.

Thank you,

<<District Contact First Name>> <<District Contact Last Name>>
<<District Contact Title>>
<<District Contact Email>>
<<District Contact Phone>>