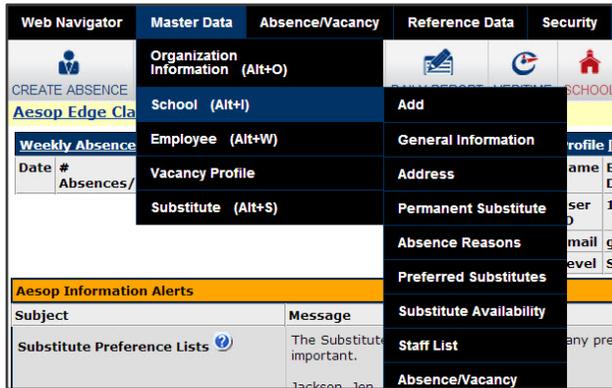




Web Navigator User Manual

School Settings

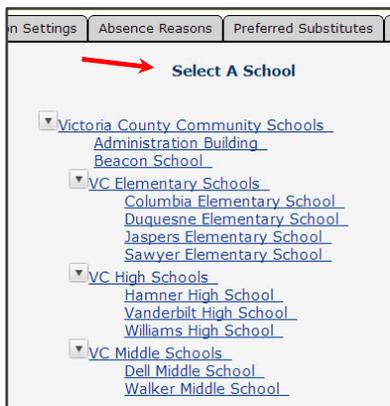
School Settings



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.

School: Vanderbilt High School
General Information
 Last Update: 3/1/2012 2:57:25 PM
[Login to Web Site](#)

Fields marked with an asterisk * are required.

School Name 1	Active	Internal Data Analysis
* Vanderbilt High School	4 <input checked="" type="checkbox"/>	7 * Secondary School
External Number	5 School Name Recorded	Web ID
	2 YES	8 39961
Under Control Of 3	Time Zone	
* VC High Schools Change	6 * Eastern Daylight Time	

- 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.

The screenshot shows a form with four numbered callouts:

- 1** points to the 'Absence Notification Email Address' field.
- 2** points to the 'Distribution Lists' dropdown menu, which currently shows 'Daily Report for Schools'.
- 3** points to the 'Default Distribution List Email' field.
- 4** points to the 'Permission Profile' dropdown menu.

- 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 *cancel*s 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 screenshot shows a dropdown menu titled 'Cutoff Time Mode' with a red asterisk. The menu is open, showing 'Fixed' as the selected option. Other visible options include 'Relative' and 'ferre'.

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.

- 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.

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.

Employee Cancel Cutoff Hours

* 12 before start ▼

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.

<p>Start Time</p> <p>* 08:00</p>	<p>Half Day Break (1st Half End/2nd Half Start)</p> <p>* 11:30 * 11:31</p>	<p>End Time</p> <p>* 15:00</p>
	<p>Relative Substitute Start</p> <p>* 15 mins before ▼</p>	<p>Relative Substitute End</p> <p>* 15 mins after ▼</p>
<p>Cutoff Time Mode</p> <p>* Relative ▼</p>	<p>Absence/Vacancy Cutoff Hours</p> <p>* 2 before start ▼</p>	<p>Fulfillment Cutoff Hours</p> <p>* 2 before start ▼</p>
<p>Employee Preferred Substitutes List</p> <p>* Edit Pref. List(Basic)</p>	<p>Employee Cancel Cutoff Hours</p> <p>* 12 before start ▼</p>	<p>Substitute Cancel Cutoff Hours</p> <p>* 24 before start ▼</p>

- 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.

- 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.

General Information
Configuration Settings
Absence Reasons
Preferred Substitutes
Reports

Permanent Substitute
Absence/Vacancy Files

[Select Another School](#) | [Add School](#)

School: [Vanderbilt High School](#)

Permanent Substitutes

[View Selected](#)

Please choose the letter corresponding with the name of the substitute:

[A,B,C,D,E,F,G,H,J,K,L,M,P,S,T,W,Y](#)

Selected	Substitute	School	Rank
<input checked="" type="checkbox"/>	Baker, Tom	Vanderbilt High School	1
<input checked="" type="checkbox"/>	Tyler, Rose	Vanderbilt High School	2

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.

School: [Vanderbilt High School](#)

Absence/Vacancy Files

[Upload New Files](#)
 Show Inactive Files

File	Description	Active From	Active To	
Vanderbilt HS Code of Conduct.xlsx	High School Rules			

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.

1 Absence Reasons <input type="text" value="View All"/> <input type="button" value="Go"/>											
2 Values in the fields below will update all Absence Reasons that are selected in the action column.											
3		As of Date <input type="text"/>		4 Add Balance to existing balance <input type="text"/>							
3 Add Absence Reasons											
Employee	Absence Reasons	Track Type	5 Initial Balance	6 As Of	7 Time Used	8 Current Balance	9 Time From Pending Absences	Action	Delete	Log	
Fox, Tim	Illness	Daily	* <input type="text" value="5"/>	07/01/2011	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	Log	
	Personal Day	Daily	* <input type="text" value="3"/>	07/01/2011	<input type="text" value="6.5"/>	<input type="text" value="-3.5"/>	<input type="text" value="5"/>	<input type="checkbox"/>	<input type="checkbox"/>	Log	
Gordon, Barbara	Illness	Daily	* <input type="text" value="5"/>	07/01/2011	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	Log	

- 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.

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.

General Information
Configuration Settings
Absence Reasons
Preferred Substitutes
Reports

[Select Another School](#) | [Add School](#)

School: Vanderbilt High School
Substitute List

Calling Sequence:

In The Call Order Specified Below

In Random Order (Call Order is not used)

Job Visibility: [Visibility Calculator](#)

% Lead Time Visible:

Minimum: Hours Minutes

Maximum: Days Hours

[Add New Substitutes](#)

Please type the first few letters.

View All

View Excludes

View Includes

On List	Substitute	Exclude	Include	% Lead Time Visible		Minimum Visibility		Maximum Visibility		Comments
				Default	Override	Default	#	#	Default	
						Hours	Minutes	Days	Hours	
<input checked="" type="checkbox"/>	Baker, Dee ★★★★★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	85%		12h	0m	30d	0h	
<input checked="" type="checkbox"/>	Baker, Tom ★★★★★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	85%		12h	0m	30d	0h	

Job Visibility: manage when subs can view jobs.

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.*

General Information	Configuration Settings	Absence Reasons	Preferred Substitutes	Reports
Substitute Availability				
Staff List Change Log Login History				
Select Another School Add School				
School: Vanderbilt High School Substitute Availability				
Date: <input type="text" value="01/03/2013"/>  Show Skills? <input type="checkbox"/> <input type="button" value="Go"/>				
Please type the first few letters. <input type="text"/> <input type="button" value="Search"/>				
Available Substitutes				
Name		Excluded	Sub Preference	Phone #
Baker, Dee			Yes	5555556394
Baker, Tom			Yes	6109145888
Barker, Bob			Yes	5556865555
Barrowman, George			Yes	5555556361

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.

General Information	Configuration Settings	Absence Reasons	Preferred Substitutes	Reports
Substitute Availability	Staff List	Change Log	Login History	
Select Another School Add School				
School: Vanderbilt High School Staff List				
Show: <input type="text" value="View All"/> <input type="button" value="Submit"/>				
Employee List				
Employee Name	Needs Fulfillment			
Fox, Tim	Optional			
Gordon, Barbara	Optional			
Hill, Rachel	Optional			
Hoffman, Veronica	Optional			

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.

General Information	Configuration Settings	Absence Reasons	Preferred Substitutes	Reports				
Substitute Availability	Staff List	Change Log	Login History					
Select Another School Add School								
School: Vanderbilt High School Change Log								
Start Date: <input type="text" value="12/03/2012"/> <input type="button" value="🗑️"/> End Date: <input type="text"/> <input type="button" value="🗑️"/> Category: <input type="text" value="All"/> <input type="button" value="Go"/>								
Date	Action	Object	Field	Old Value	New Value	Who	Where	Category
1/2/2013 10:20:24 AM	Changed		Employee Cancel Cutoff 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.

Substitute Availability	Staff List	Change Log	Login History	
Select Another School Add School				
School: Vanderbilt High School Login History				
Start Date: <input type="text" value="12/03/2012"/> <input type="button" value="🗑️"/> End Date: <input type="text"/> <input type="button" value="🗑️"/> <input type="button" value="Go"/>				
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	