



Web Navigator User Manual

Substitute Settings

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.

Web Navigator		Master Data	Absence/Vacancy	Reference Data	Security	Reports																						
 CREATE ABSENCE Aesop Edge Cla Weekly Absence <table border="1"> <thead> <tr> <th>Date</th> <th># Abs</th> </tr> </thead> <tbody> <tr> <td>03/26/2013</td> <td>2</td> </tr> <tr> <td>03/28/2013</td> <td>1</td> </tr> </tbody> </table> Aesop Information Alerts <table border="1"> <thead> <tr> <th>Subject</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>School Dates</td> <td>Please setup</td> </tr> </tbody> </table>		Date	# Abs	03/26/2013	2	03/28/2013	1	Subject	Message	School Dates	Please setup	Organization Information (Alt+O) School (Alt+I) Employee (Alt+W) Vacancy Profile Substitute (Alt+S)	<table border="1"> <thead> <tr> <th>Fulfilled</th> <th>Fill Rate</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Fulfilled	Fill Rate			<table border="1"> <thead> <tr> <th>Profile [My prof</th> </tr> </thead> <tbody> <tr> <td>Name Eric Owe</td> </tr> </tbody> </table>	Profile [My prof	Name Eric Owe	<table border="1"> <tbody> <tr> <td>Add</td> </tr> <tr> <td>General Information</td> </tr> <tr> <td>Address</td> </tr> <tr> <td>Permissions</td> </tr> <tr> <td>Skills</td> </tr> </tbody> </table>	Add	General Information	Address	Permissions	Skills	<table border="1"> <tbody> <tr> <td>FIND EM</td> </tr> </tbody> </table>	FIND EM
Date	# Abs																											
03/26/2013	2																											
03/28/2013	1																											
Subject	Message																											
School Dates	Please setup																											
Fulfilled	Fill Rate																											
Profile [My prof																												
Name Eric Owe																												
Add																												
General Information																												
Address																												
Permissions																												
Skills																												
FIND EM																												

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.

Substitute Baker, Tom ★★★★★
General Information
 Last Update: 2/15/2013 10:27:10 AM
[Login to Web Site](#) **1**

Fields marked with an asterisk * are required.

First Name * Tom	Middle Name 	Last Name * Baker	Active <input checked="" type="checkbox"/> 2
Salutation 	Date of Birth 02/10/1980	Join Date 	
Identifier * BAKER55346 3	Phone (login id) * 8647357367 4		
Pin * 1212 Change PIN 5	Pin Expired <input type="checkbox"/>	Pin Expires 	
Alternate Login ID (8,9,11-20 characters)	External ID	E-Mail 4thdoctor@gmail.com 6	

- 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.

General Information Page (Continued)

Notes Mr. Baker speaks fluent Mandarin Chinese		Language English
Ethnicity <input type="text"/>	Send Email Notifications <input checked="" type="checkbox"/>	
Pay Code Regular Sub Rate	Name Recorded Yes	Substitute in Multiple Districts Yes
Permanent Substitute <input type="text"/>	Permanent Substitute Rank <input type="text"/>	Gender Male
<div> Remove Edit Apply Changes Cancel </div> <p>Fields marked with an asterisk * are required.</p>		

- 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.

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.

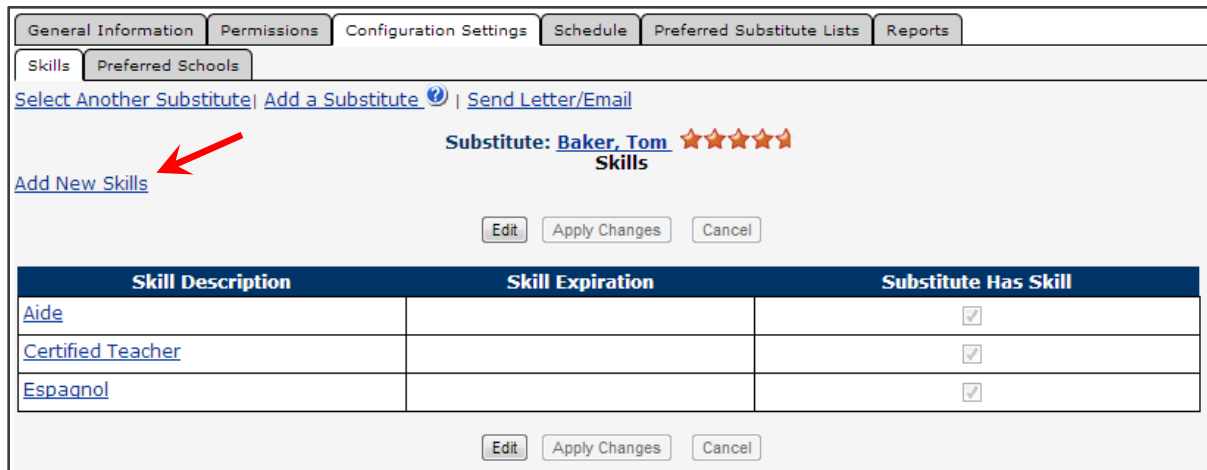
Permissions

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

Skills

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



General Information | Permissions | Configuration Settings | Schedule | Preferred Substitute Lists | Reports

Skills | Preferred Schools

Select Another Substitute | Add a Substitute | Send Letter/Email

Substitute: **Baker, Tom** ★★★★★

Skills

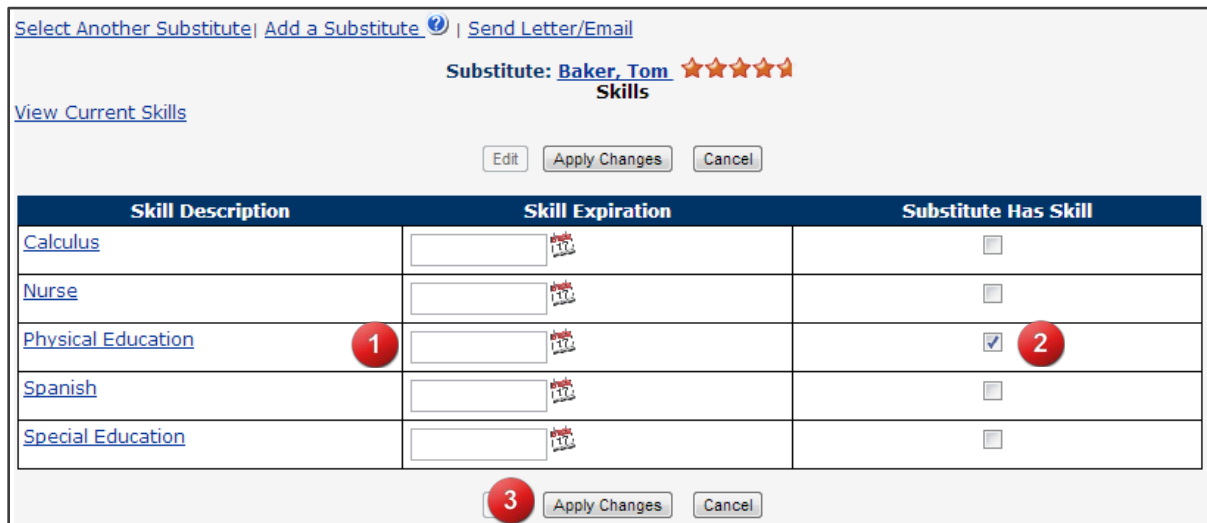
[Add New Skills](#)

Edit | Apply Changes | Cancel

Skill Description	Skill Expiration	Substitute Has Skill
Aide		<input checked="" type="checkbox"/>
Certified Teacher		<input checked="" type="checkbox"/>
Espagnol		<input checked="" type="checkbox"/>

Edit | Apply Changes | Cancel

To add a new skill to a substitute, click the [Add New Skills](#) link.








Select Another Substitute | Add a Substitute | Send Letter/Email

Substitute: **Baker, Tom** ★★★★★

Skills

[View Current Skills](#)

Edit | Apply Changes | Cancel

Skill Description	Skill Expiration	Substitute Has Skill
Calculus	<input type="text"/> 	<input type="checkbox"/>
Nurse	<input type="text"/> 	<input type="checkbox"/>
Physical Education	<input type="text"/> 	<input checked="" type="checkbox"/>
Spanish	<input type="text"/> 	<input type="checkbox"/>
Special Education	<input type="text"/> 	<input type="checkbox"/>

Apply Changes | Cancel

- 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.

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:

General Information
Permissions
Configuration Settings
Schedule
Preferred Substitute Lists
Reports

Skills
Preferred Schools

[Select Another Substitute](#) | [Add a Substitute](#) | [Send Letter/Email](#)

Substitute: **Baker, Tom** ★★★★★
Preferred Schools

☒ Substitute wants to see jobs at schools selected below.
☐ Substitute does not want to see jobs at schools selected below.

Apply Changes

[Add Schools](#)
Updates Successful.

Edit
Apply Changes
Cancel


		Day Of Week						
Selected	School	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/>	Victoria County Community Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Walker Middle School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Edit
Apply Changes
Cancel

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

Substitute: **Baker, Tom** ★★★★★
Preferred Schools

☒ Substitute wants to see jobs at schools selected below.
☐ Substitute does not want to see jobs at schools selected below.

[Add Schools](#) 

Selected	School	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/>	Victoria County Community Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Walker Middle School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To add a new school to the substitute, click the [Add Schools](#) link.

Substitute: **Baker, Tom** ★★★★★
Preferred Schools

☒ Substitute wants to see jobs at schools selected below.
☐ Substitute does not want to see jobs at schools selected below.

[View Current Schools](#)

Selected	School	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	VC Elementary Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Columbia Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 1	Jaspers Elementary School	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Sawyer Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	VC High Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Hamner High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Vanderbilt High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Williams High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	VC Middle Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dell Middle School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3

- 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*

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.

General Information	Permissions	Configuration Settings	Schedule	Preferred Substitute Lists	Reports
Non-Work Day	Call Times				
Select Another Substitute Add a Substitute Send Letter/Email					
Substitute: Baker, Tom ★★★★★ Substitute Non-Work Day					
Add Non-Work Day					
Date	Duration	Comments	Delete		
02/21/2013	23:59				
05/21/2012	23:59	Doctor's Appointment			
05/08/2012	23:59				
05/07/2012	03:00	Doctor's Appointment			
04/30/2012	03:00	Doctor's Appointment			

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**.

Add Non-Work Day

Date

Description

Start Time
 :

End Time
 :

Repeat Event
Until

☐ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday
☐ All Week

Call Times

Substitutes can adjust the times Aesop calls.

General Information	Permissions	Configuration Settings	Schedule	Preferred Substitute Lists	Reports
Non-Work Day Call Times					
Select Another Substitute Add a Substitute Send Letter/Email					
Substitute: Baker, Tom ★★★★★ call Times					
Define call Times					
Current call Times					
Start Time		End Time		Day of Week	
06:00		21:00		Monday	
Current Call Time Disclaimer Acceptance Status					
Status		Disclaimer Text			Accepted Date
Not Accepted					

To adjust a sub's call times, click the [Define call Times](#) link.

Define Call Times

Call Times

Your district has defined available call times:

Morning: 5:30 AM - 12:00 PM
Evening: 4:00 PM - 10:00 PM.

You have further defined your call times as listed below.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Call Anytime	6:00 AM 9:00 PM	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime

Choose From Below

☐ Specify Call Times
☐ Specify No Call Days
☐ I Prefer not to be called by Aesop

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

Specify Call Times

Start Time
08 AM : 00

End Time
04 PM : 00

Select a day
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

3

- 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.

General Information
Permissions
Configuration Settings
Schedule
Preferred Substitute Lists
Reports

School
Employee

[Select Another Substitute](#) | [Add a Substitute](#) | [Send Letter/Email](#)

Substitute: **Baker, Tom** ★★★★★

[School Lists](#) | [Job Visibility Hierarchy](#)

[Add New Schools](#)

Please type the first few letters.

☒ View All
☐ View Excludes
☐ View Includes

Selected	School	School Level	Exclude	Include	Call Order	% Lead Time	Min Visibility	Max Visibility	Comments					
						Default	Override	Default						
								#	#					
								Hours	Mins					
								Default	#					
								Days	Hours					
<input checked="" type="checkbox"/>	Victoria County Community Schools	1	<input type="radio"/>	<input checked="" type="radio"/>	3	75%		11h 0m		30d 0h				
<input checked="" type="checkbox"/>	Dell Middle School	3	<input type="radio"/>	<input checked="" type="radio"/>	N/A	85%		12h 0m		30d 0h				

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.

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.

General Information
Permissions
Configuration Settings
Schedule
Preferred Substitute Lists
Reports

School
Employee

[Select Another Substitute](#) | [Add a Substitute](#) | [Send Letter/Email](#)

Substitute: **Baker, Tom** ★★★★★

Employee Lists
Job Visibility Hierarchy

[Add New Employees](#)

Please type the first few letters.

☒ View All
☐ View Excludes
☐ View Includes



Selected	Employee	Exclude	Include	Call Order	% Lead Time		Min Visibility		Max Visibility		Comments	
					Default	Override	Default	# Hours	# Mins	Default		# Days
<input checked="" type="checkbox"/>	Bauer, Jack	<input type="radio"/>	<input type="radio"/>	N/A	N/A		N/A	N/A	N/A	N/A	N/A	
<input checked="" type="checkbox"/>	Chesterton, Ian	<input type="radio"/>	<input checked="" type="radio"/>	N/A	100%	100	24h 0m		120d 0h			

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.

Fulfillment History

General Information	Permissions	Configuration Settings	Schedule	Preferred Substitute Lists	Reports	
Fulfillment History	Available Jobs	Performance	Job Visibility Hierarchy	Communications to Substitute	Change Log	Login History
Select Another Substitute Add a Substitute  Send Letter/Email						
<div>Substitute: Baker, Tom </div> <div>Fulfillment history for the next 366 days as well as the past 366 days</div>						
CONF#	Feedback ABOUT Substitute	Feedback Left by Substitute	Employee	Start Date	Length	School
99193851			Chesterton, Ian	02/22/2013	1.00 Day	Walker Middle School
102758475			Noble, Donna	02/20/2013	1.00 Day	Columbia Elementary School

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

General Information

Permissions

Configuration Settings

Schedule

Preferred Substitute Lists

Reports

Fulfillment History

Available Jobs

Performance

Job Visibility Hierarchy

Communications to Substitute

Change Log

Login History

Call History

[Select Another Substitute](#) | [Add a Substitute](#) | [Send Letter/Email](#)

Substitute: **Baker, Tom** ★★★★★

Available Jobs

Please note, Jobs will not appear if they are HELD or LOCKED.

Sort By...

☒ Date/School
 ☐ Date/Employee
 ☐ School/Date
 ☐ Employee/Date

Go

Start Date	Starting School	Employee	Title	CONF#
04/01/13	Vanderbilt High School	Fox, Tim	High School Science	106019182
Date	From	To	Duration	School
04/01/13 (Mon)	7:45 AM	3:15 PM	Full Day	Vanderbilt High School

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.

Performance

General Information

Permissions

Configuration Settings

Schedule

Preferred Substitute Lists

Reports

Fulfillment History

Available Jobs

Performance


Job Visibility Hierarchy


Communications to Substitute


Change Log

Login History


Call History

[Select Another Substitute](#) | [Add a Substitute](#)  | [Send Letter/Email](#)

Substitute: [Baker, Tom](#) 

Substitute Performance for the last 90 days. 

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

[Details](#) 

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.

Job Visibility Hierarchy

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

Substitute: **Baker, Tom** ★★★★★
Substitute Job Visibility Hierarchy

☒ School Lists (All levels)
☐ School Lists (1,2)
☐ School and Employee Lists

Organization (Victoria County School District)
Job Visibility (% Lead Time: 100% ; Min: 1 Hour 0 Minutes; Max: 120 Days 0 Hours

List Type	Inc Exc	List Name	% Lead Time Visibility	Min Visibility	Max Visits
School	✓	Victoria County Community Schools	100%	11 Hours 0 Minutes	30 D
School	✗	Administration Building			
School	(✓)	Beacon School	100%	11 Hours 0 Minutes	30 D
School	(✓)	VC Elementary Schools (1)	100%	11 Hours 0 Minutes	30 D
School	(✓)	Columbia Elementary School (1)	100%	11 Hours 0 Minutes	30 D

✓ [Jaspers Elementary School \(2\)](#)
 ✓ [Sawyer Elementary School \(3\)](#)
 (✓) [VC High Schools \(1\)](#)

The number in parentheses indicates the number of employees at the school who have this substitute on their preference list.

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.

General Information	Permissions	Configuration Settings	Schedule	Preferred Substitute Lists	Reports
Fulfillment History	Available Jobs	Performance	Job Visibility Hierarchy	Communications to Substitute	Change Log
Login History	Call History				

[Select Another Substitute](#) | [Add a Substitute](#) | [Send Letter/Email](#)

Substitute: **Baker, Tom** ★★★★★

Communications to Substitute

Send a new letter or email

Choose a letter template: 1

2

Name	Generated	Successful?	Delivery Method
Substitute Welcome Letter Template	3/29/2012 11:45:32 AM	Yes	Letter

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

General Information	Permissions	Configuration Settings	Schedule	Preferred Substitute Lists	Reports
Fulfillment History	Available Jobs	Performance	Job Visibility Hierarchy	Communications to Substitute	Change Log
Login History	Call History				

[Select Another Substitute](#) | [Add a Substitute](#) | [Send Letter/Email](#)

Substitute: **Baker, Tom** ★★★★★

Change Log

Start Date: End Date: Category:

Date	Action	Object	Field	Old Value	New Value	Who	Where	Category
3/27/2013 2:52:36 PM	Removed	Beacon School				Nav. Super User	Web Navigator	Preferred Schools
3/27/2013 2:52:36 PM	Removed	Columbia Elementary School				Nav. Super User	Web Navigator	Preferred Schools
3/27/2013 2:52:36 PM	Removed	Hamner High School				Nav. Super User	Web Navigator	Preferred Schools

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

Login History

General Information	Permissions	Configuration Settings	Schedule	Preferred Substitute Lists	Reports
Fulfillment History	Available Jobs	Performance	Job Visibility Hierarchy	Communications to Substitute	Change Log
Login History					

[Select Another Substitute](#) | [Add a Substitute](#) | [Send Letter/Email](#)

Substitute: **Baker, Tom** ★★★★★

Login History

Start Date: End Date:

Logged In	Logged Out	Timed Out?	Where
3/5/2013 11:37:12 AM	3/5/2013 1:01:58 PM	Yes	Substitute Web
3/25/2013 10:05:06 AM	3/25/2013 12:03:17 PM	Yes	Substitute Web

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

Call History

General Information	Permissions	Configuration Settings	Schedule	Preferred Substitute Lists	Reports
Fulfillment History	Available Jobs	Performance	Job Visibility Hierarchy	Communications to Substitute	Change Log
Call History					

[Select Another Substitute](#) | [Add a Substitute](#) | [Send Letter/Email](#)

Substitute: **Baker, Tom** ★★★★★

Call History

Start Date: End Date:

Date	Time	Direction	Status	Line	Substitute	School	Start Date	End Date	Confirmation #
02/26/2013	4:00 PM	O	Aborted	Answer	Baker, Tom	Vanderbilt High School	02/28/2013	02/28/2013	97792059
02/26/2013	5:15 PM	O	Aborted	Answer	Baker, Tom	Vanderbilt High School	02/28/2013	02/28/2013	97792059
02/28/2013	6:31 PM	O	Aborted	No Answer	Baker, Tom	Vanderbilt High School	02/28/2013	02/28/2013	97792059

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.