



Web Navigator User Manual

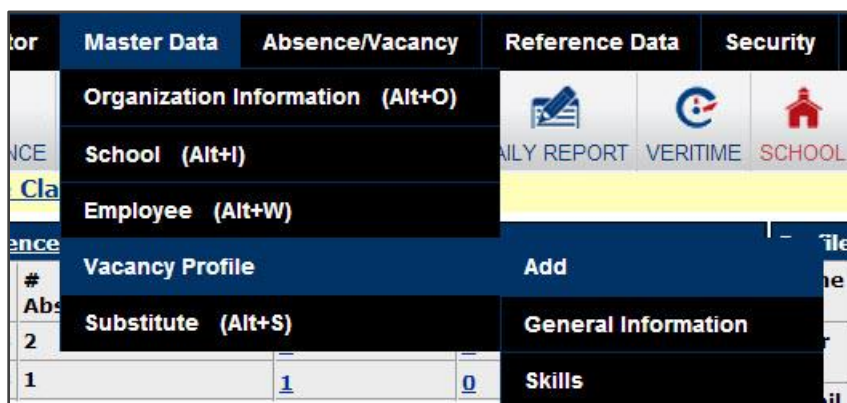
Vacancies

Summary

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

Adding a Vacancy Profile

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



General Information

Each Vacancy Profile has its own specific general information page.

General Information | Skills | Preferred Substitutes | Absence/Vacancy Files | Allocation Groups | Qualified Substitutes | Change Log

[Select Another Vacancy Profile](#) | [Create a Vacancy](#) | [Add Vacancy Profile](#)

General Information

Description	Employee Type	Active
<input type="text" value=""/>	* <input type="text" value="none selected"/>	<input checked="" type="checkbox"/>
Schools		Room
* <input type="text" value="Victoria County Community Schools"/> Administration Building Beacon School VC Elementary Schools		* <input type="text" value="Main Office"/>
Budget Code	Accounting Code	Description Recorded
<input type="text" value="none selected"/>	<input type="text" value="-- None Selected --"/>	<input type="text" value=""/>
Notes		
<input type="text" value=""/>		
Vacancy Profile ID		
<input type="text" value=""/>		
External ID	External ID 2	External ID 3
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="Apply Changes"/> <input type="button" value="Cancel"/>		

Fields marked with an asterisk * are required.

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

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

Create one Vacancy Profile and Re-Use Multiple Times

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

Skills

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

General Information
Skills
Preferred Substitutes
Absence/Vacancy Files
Allocation Groups
Qualified Substitutes
Change Log

[Select Another Vacancy Profile](#) | [Create a Vacancy](#) | [Add Vacancy Profile](#)

Vacancy Profile: Open Teacher Position

Skills

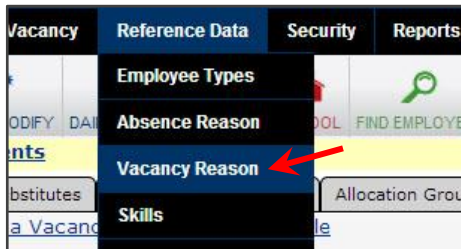
[Add New Skills](#)

Please type the first few letters.

Skill Description	# Substitutes with skill	Fulfillment Skill	Expires	Fulfillment Requirements			Should Have "% Lead Time Enforced" Overrides		Should Have "Short Lead Time Boundary" Overrides			Should Have "Long Lead Time Boundary" Overrides		
				Must Have	Should Have	Must Not Have	Default	%	Default	# Hours	# Mins	Default	# Days	# Hours
Certified Teacher	6	<input checked="" type="checkbox"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	100%	75	3h 0m			3d 0h		

Vacancy Reasons

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



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

Once you are on the Vacancy Reasons page, click the [Add Vacancy Reason](#) link to add.

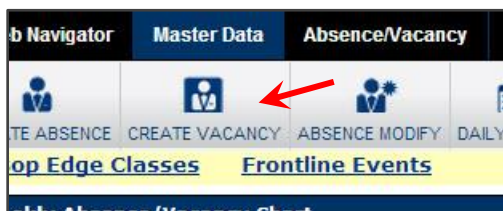
Vacancy Reasons				
Add Vacancy Reason				
Name	Public to Employee	Phone Menu #	Enforce Notes to Administrator	School
Extra Sub	✗		✗	Victoria County Community Schools

Create Vacancy Reason

Name	Field Trip
External ID	FT
External ID 2	
Public to Employee	<input type="checkbox"/>
Phone Menu #	
School	Victoria County Community Schools ▼
Data Analysis Category	Field Trip ▼
Enforce Notes To Administrator	<input type="checkbox"/>

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

Creating a Vacancy



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

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

Search by Description

Vacancy Profile
Open Aide Position
Open Nurse Position
Open Teacher Position

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

Creating A Vacancy: [Open Teacher Position](#)

Start Date	End Date	School	Vacancy Reason	Substitute Required	Vacancy Type	Start Time	End Time
05/03/2013 Friday	05/03/2013 Friday	<div style="border: 1px solid #ccc; padding: 2px;"> Jaspers Elementary School Sawyer Elementary School Vanderbilt High School VC Elementary Schools </div>	Open Position	Yes	Full Day	07:45 AM	03:15 PM

Sun Mon Tue Wed Thu Fri Sat
☐ ☒ ☒ ☒ ☒ ☒ ☐

Create Vacancies on these days of the week within the date range specified above

Budget Code: -- None Selected --

Accounting Code: -- None Selected --

Number of Vacancies

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

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

Modify Vacancy

Creating A Vacancy: [Open Teacher Position](#)

Hold Until: No Hold

Date	School	Vacancy Reason	Vacancy Type	Start Time	End Time
05/03/2013 Friday	Vanderbilt High School	Open Position	Full Day	07:45 AM	03:15 PM

Budget Code: -- None Selected --

Accounting Code: -- None Selected --

Notes To Substitute:
(Maximum length is 255 characters.)
255 characters left.

School Default Information
Not used for multi-location employees.

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

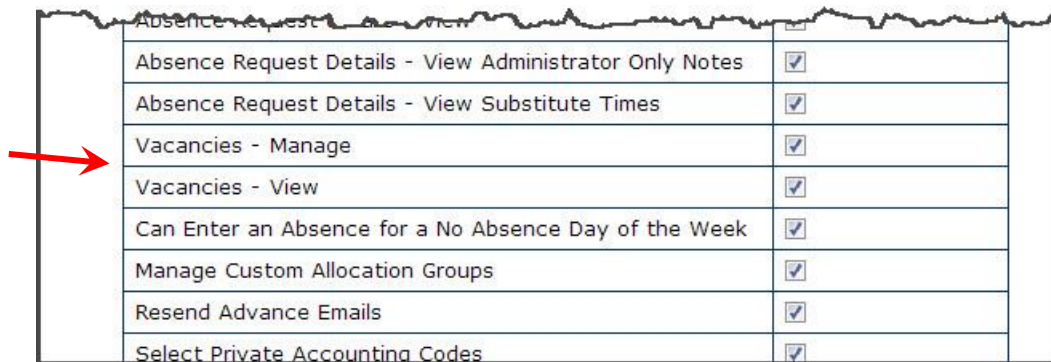
Organization & Campus User Permissions

You can control the permissions related to Vacancies for your Organization Users and Campus Users.

Organization User Profile

From the Main Menu Bar select **Security > Web Navigator > Organization User Profiles**

Permissions to create and/or view a Vacancy are found under the “Absence” section. These permissions include control whether or not an Organization User can create (manage) vacancies and if they are allowed to view vacancies.



Absence Request	View	
Absence Request Details - View Administrator Only Notes	<input checked="" type="checkbox"/>	
Absence Request Details - View Substitute Times	<input checked="" type="checkbox"/>	
Vacancies - Manage	<input checked="" type="checkbox"/>	
Vacancies - View	<input checked="" type="checkbox"/>	
Can Enter an Absence for a No Absence Day of the Week	<input checked="" type="checkbox"/>	
Manage Custom Allocation Groups	<input checked="" type="checkbox"/>	
Resend Advance Emails	<input checked="" type="checkbox"/>	
Select Private Accounting Codes	<input checked="" type="checkbox"/>	

Vacancy Profile permissions are found under the “Vacancy Profile” section.

These permissions include whether the user is allowed to view, edit, add, and delete Vacancy Profiles.



Vacancy Profile	<input type="button" value="All"/> <input type="button" value="None"/> <input type="button" value="All Allowed"/>	<input type="button" value="Details"/>
Vacancy Profile - Add	<input checked="" type="checkbox"/>	
Vacancy Profile - Delete	<input checked="" type="checkbox"/>	
Configuration - Edit	<input checked="" type="checkbox"/>	
Configuration - View	<input checked="" type="checkbox"/>	
General Information - Edit	<input checked="" type="checkbox"/>	
General Information - View	<input checked="" type="checkbox"/>	

Principal / Campus User Profile

From the Main Menu Bar select **Security > Principal Web > Principal Profiles**. Permissions to Create (manage) and View Vacancies can be found under the "Absence" section.

Manage Vacancies Can the principal or Campus User create vacancies?

View Vacancies Can the principal or Campus User view vacancies?

Absence Request Details - view Administrator Only Notes	<input checked="" type="checkbox"/>
Absence Request Details - View Substitute Times	<input checked="" type="checkbox"/>
Vacancies - Manage 	<input checked="" type="checkbox"/>
Vacancies - View 	<input checked="" type="checkbox"/>
Can Enter an Absence for a No Absence Day of the Week	<input checked="" type="checkbox"/>
Manage Custom Allocation Groups	<input type="checkbox"/>