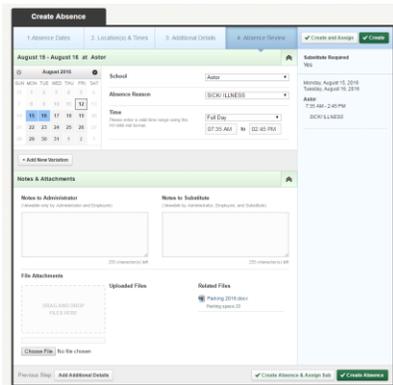
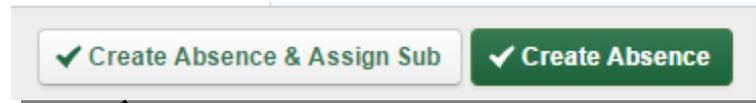


# **Create Absence vs. Create Absence & Assign Sub**



When creating an absence, you have two options – Create Absence OR Create Absence & Assign Sub.

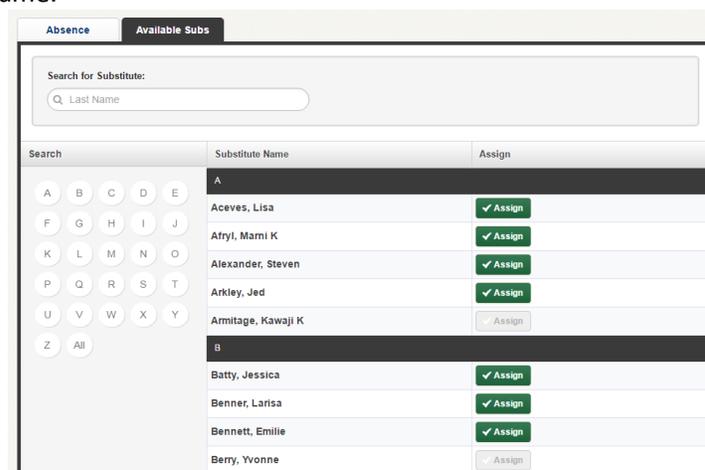


## **Create Absence**

Once you have entered all of your absence details and you have clicked on Review Absence Summary, you will be able to Create Absence or Create Absence & Assign Sub. If you click Create Absence, Aesop will create the Absence for you without you having to pick your substitute. A pop-up screen will appear with your confirmation number. Aesop will then find a sub for you. The job will first show to your favorite five subs, assuming that they are appropriately licensed. It will e-mail all of them and call them in the order that you ranked them. If you do not have your favorite five set-up, it will call out to substitutes who are appropriately licensed. The completed absence will appear on your screen as an unfilled absence. The system will start to fill the absence, and once someone has accepted the job, that substitute's name will appear.

## **Create Absence & Assign**

Once you have entered your absence details and you have clicked Review Absence Summary, you can click Create Absence & Assign Sub. You will be taken to a screen where you can choose the substitute you are assigning to the job. You can either type in the last name or click on the corresponding letter for the substitute's last name.

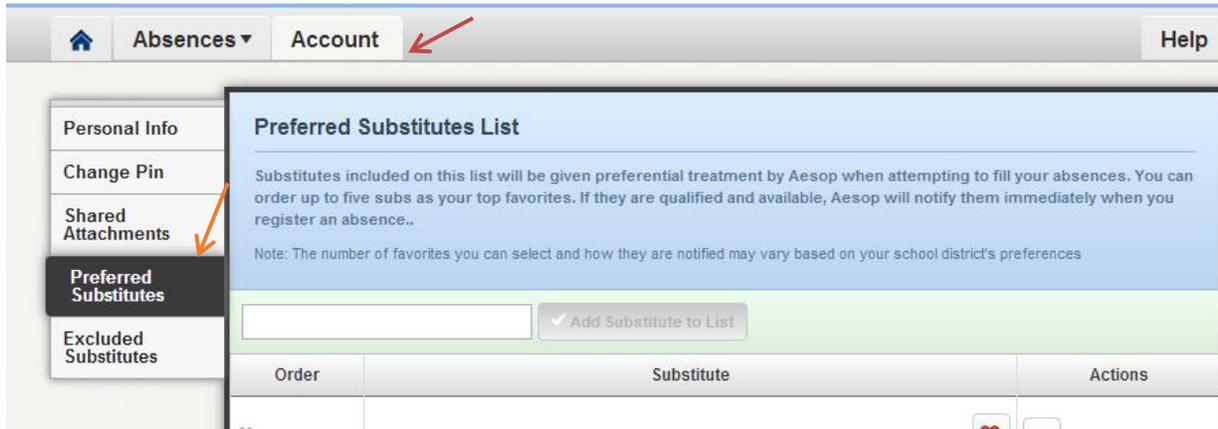


**It is your responsibility to contact the substitute you have selected; Aesop does not contact subs to notify them if they have been assigned to an absence! You should check with the sub to confirm availability before assigning the sub to the assignment.**

# *Favorite Five Subs*

You may select up to five (5) of your favorite subs who will receive an immediate e-mail and call during the first evening call cycle after the absence is create, as long as they are appropriately licensed.

To do this, within your Aesop account, click Account and then Preferred Substitutes.



To add a substitute to your list, start typing in the sub's last name in the search box. You will need to type a minimum of two letter for the search to start showing results. Once you have selected the sub's name, click the Add Substitute to List button. You can continue to add as many subs as you would like to your list. Once you have added a number of subs to your preference list, you can select up to five of them to be your favorite five subs. To mark someone as a favorite, simply click the heart icon on their row in the preferred list. If the heart turns red, you did it correctly.



1	Baker, Tom ★★★★★	♥	🗑️
2	Tyler, Rose	♥	🗑️
3	Chan, Alice ★★★★★	♥	🗑️
4	Barrowman, George	♥	🗑️
5	Caughill, David ★★★★★	♥	🗑️
	Smith, Joe		🗑️

Once you have marked your favorites, you can order them by using the up and down arrows on the left. You can also drag them up or down in the order by clicking on the drag icon and dragging them into the position you want them in. Ordering your Favorite Five will determine in what order Aesop will attempt to contact them when making calls.

To delete a person from your list, click the trash icon.

\*\*Aesop may make the absence available to a large group of subs in addition to the preferred subs if the absence is entered less than an hour prior to the start time of the assignment or if your preferred/favorite subs have not accepted the assignment.

\*\*Keep in mind that subs may be on multiple preferred lists, which means they might not always be available to take your assignment.