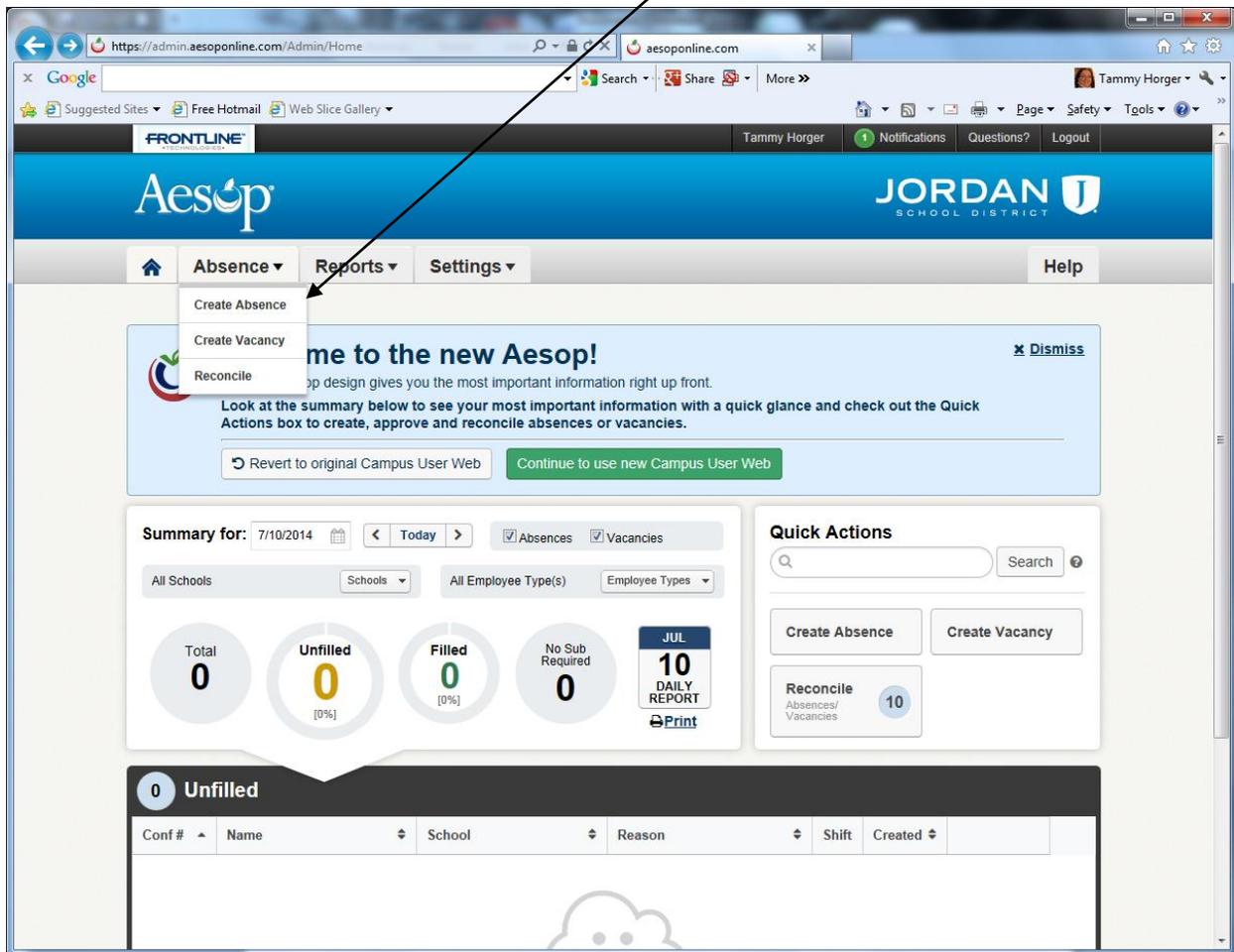


AESOP Instructions for Update 7/21/2014

To Create an Absence

1. Go to the AESOP website <https://admin.aesoponline.com/Admin/Home>. (It's a good idea to put the icon on your desktop.) Your login is the same as it was with the old version.
2. Click on "Absence" then choose Create Absence from the dropdown menu.



The screenshot shows the AESOP admin interface for Jordan School District. The user is logged in as Tammy Horger. The 'Absence' dropdown menu is open, showing options: 'Create Absence', 'Create Vacancy', and 'Reconcile'. A black arrow points from the text 'Click on "Absence" then choose Create Absence from the dropdown menu.' to the 'Create Absence' option in the menu. The main dashboard displays a summary for 7/10/2014 with 0 Total, 0 Unfilled, 0 Filled, and 0 No Sub Required. A 'JUL 10 DAILY REPORT' badge is visible. The 'Quick Actions' section includes 'Create Absence', 'Create Vacancy', and 'Reconcile Absences/Vacancies' (10). Below the summary is a table with columns: Conf #, Name, School, Reason, Shift, and Created.

Conf #	Name	School	Reason	Shift	Created
--------	------	--------	--------	-------	---------

3. Choose the name of the employee who will need a sub. You can search by last name or by the first letter of the last name. If you can't find your employee's name on the list, call Juli Martin at x8219 and let her know that the employee needs to be added.

4. Then choose the green box "Fill out Details."

The screenshot shows the 'Absence: Create Absence' page in a web browser. The page has a navigation bar with 'Absence', 'Reports', and 'Settings' menus. Below the navigation bar, there are progress indicators for '1. Select Employee', '2. Fill out Details', 'Review & Confirm', and 'Done!'. The main content area is titled 'Step 1: Select Employee' and includes a search bar and a 'Search by Letter' grid. A table of employees is displayed, with the entry for 'Allen, Angela - Nutrition' highlighted in yellow. The 'Next Step' is 'Fill out Details', which is highlighted in a green box. An arrow points from the text '4. Then choose the green box "Fill out Details."' to this green box.

Search by Letter	Name	Phone	School
A	Acord, Kristine J. - Nutrition	(801) 352-7226	Majestic Elementary 565-7458
F	Affleck, Susan - Nutrition	(801) 966-2224	Westland Elementary 565-7508
K	Alexander, Tanya J. - Nutrition	(801) 955-8342	Sunset Ridge Middle 412-2475
P	Alger, Stephanie - Nutrition	(801) 254-6375	Riverton High 256-5800
U	Allen, Angela - Nutrition	(801) 254-1816	South Hills Middle 412-2400
Z	Allen, Juliann S. - Nutrition	(801) 446-5716	Fort Herriman Middle 412-2450
	Allphin, Jennifer - Nutrition	(801) 623-2253	Copper Mountain Middle 801-567-8677
	Andelin, Linda C. - Nutrition	(801) 856-6914	Copper Hills High 256-5300
	Andersen, Audree - Nutrition	(801) 282-6580	South Hills Middle 412-2400
	Anderson, Carolyn - Nutrition	(801) 255-6264	Westland Elementary 565-7508
	Anderson, Tammy M. - Nutrition	(801) 253-5851	Copper Canyon Elementary 260-0222
	Anderson, Amy N. - Nutrition	(801) 446-6397	Daybreak Elementary 302-0553
	Anderson, Kellee - Nutrition	(801) 446-9240	Rose Creek Elementary 254-8082

5. Fill out the absence details. Remember...if the absence reason is other, you will need to fill in the reason in the administrator box.

6. Click the green "Review and Confirm" box.

Step 2: Fill out Absence Details for Allen, Angela - Nutrition

Next Step: **Review & Confirm**

Please select a date at South Hills Middle 412-2400

July 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Absence Reason: Other

Time: 08:00 AM to 01:30 PM

Accounting Code: 8001 - Nutrition 415

Substitute Required: **Yes**

Hold Until: No Hold

No Dates Selected
8:00 AM - 1:30 PM
Other

Notes & Attachments

Notes to Administrator (Viewable only by Administrator and Employee):
Out for training in another district.
218 character(s) left

Notes to Substitute (Viewable by Administrator, Employee, and Substitute):
255 character(s) left

Admin-Only Notes (Viewable only by Administrator):

6.5 You will need to create an absence by clicking on the green “Create an Absence” button.

The screenshot shows a web browser window with the URL <https://admin.aesoponline.com/AbsenceRequest/Details/New>. The page is titled "Absence: Create Absence" and is part of the Aesop system for Jordan School District. The user is logged in as Tammy Horger. The interface shows a progress bar with three steps: "1. Select Employee", "2. Fill out Details", and "3. Review & Confirm". The current step is "3. Review & Confirm details for Acord, Kristine J. - Nutrition".

The form displays the following details:

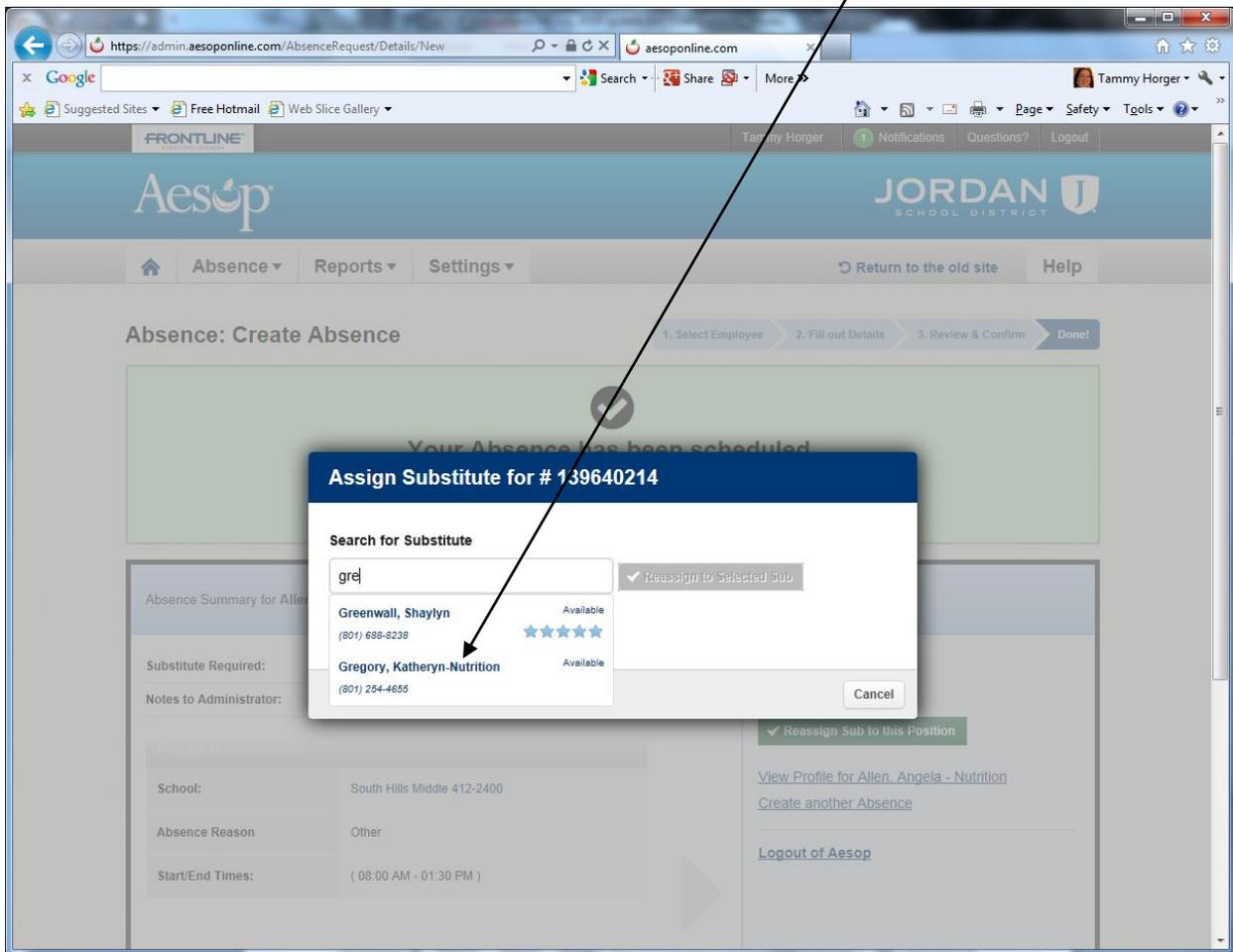
- Date and Location:** Thu, Jul 17 at Majestic Elementary 565-7458
- Absence Reason:** Other
- Time:** (09:00 AM-01:30 PM)
- Accounting Code:** 8001 - Nutrition 138
- Notes to Administrator:** Training at another school
- Notes to Substitute:** None
- Admin-Only Notes:** None
- File Attachments:** (empty)

The "ABSENCE SUMMARY" section on the right shows:

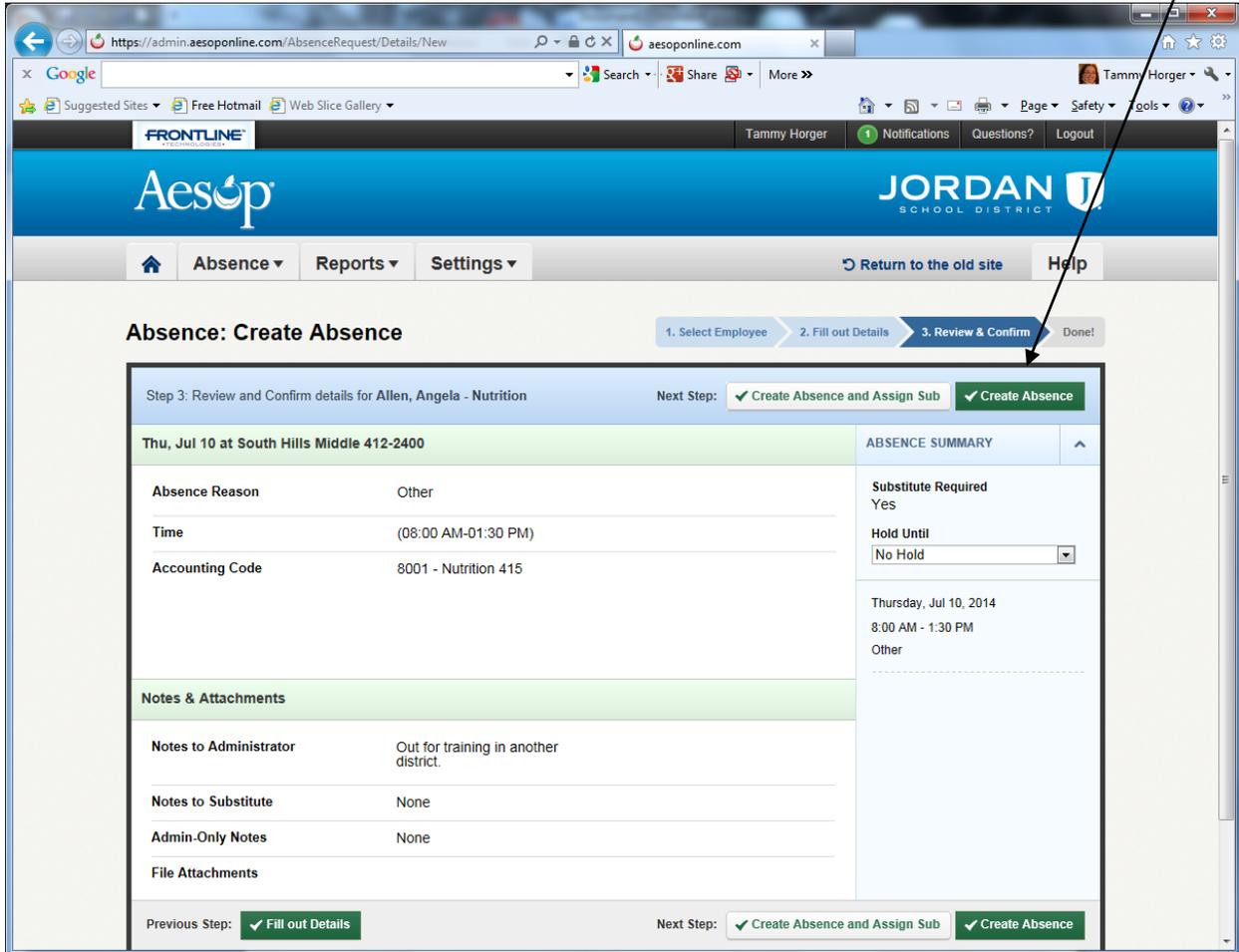
- Substitute Required:** No
- Hold Until:** No Hold
- Date and Time:** Thursday, Jul 17, 2014, 9:00 AM - 1:30 PM
- Reason:** Other

At the bottom of the form, there are two "Next Step" buttons: "Create Absence and Assign Sub" and "Create Absence". The "Create Absence" button is highlighted in green, indicating it is the next action to be taken.

7. The next step is to assign the sub if you have one. You can search for the sub by the last name of the sub. Click on the sub name to assign the sub to the absence.



8. If you don't have a sub already committed, simply click the green "Create Absence" button. The absence will be open for a sub to pick it up or for AESOP to make phone calls.



9. To get more details (Did you do it right? Is anyone coming?), go to the Home icon. Click the icon. Make sure you have the right date!

The screenshot displays the Aesop online administration interface for Jordan School District. The page is titled "Summary for: 7/10/2014" and shows the following data:

- Total: 0
- Unfiled: 0 [0%]
- Filled: 0 [0%]
- No Sub Required: 0
- JUL 10 DAILY REPORT (Print)

The "Quick Actions" panel includes the following options:

- Create Absence
- Create Vacancy
- Reconcile Absences/Vacancies (10)

The main content area shows a table with the following columns: Conf #, Name, School, Reason, Shift, and Created. The table is currently empty and contains a message: "There are no unfiled absences or vacancies for this date."

10. This page will show you a lot of information. Click the “Unfilled” box to see sub requests that have been made that have **not** been filled. Click the “Filled” box to see which sub is coming.

ABSENCE REPORTS

Select a Report

Daily Report: Fri, Jul 11, 2014

Summary for: 7/11/2014 Absences Vacancies View:

All Schools All Employee Types

Summary

1

Totals

Fri, Jul 11, 2014

Total: **1**

Fill Rate: **100.0%**

Reading the Report:

No Fill Needed Unfilled

Filled

0 Unfilled | 1 Filled | 0 No Sub Required

Conf. #	Name	School	Reason	Shift	Created
<p>There are no unfilled absences or vacancies for this date.</p>					

11. If you clicked "Filled," this screen will show you who is coming for your job:

ABSENCE REPORTS

Select a Report

Daily Report: Fri. Jul 11, 2014

Summary for: 7/11/2014 Absences Vacancies View:

All Schools All Employee Types

Summary

1

Totals
Fri. Jul 11, 2014
Total: 1
Fill Rate: 100.0%

Reading the Report:

- No Fill Needed
- Unfilled
- Filled

0 Unfilled **1 Filled** 0 No Sub Required

Conf. #	Name	School	Reason	Shift	Substitute	Created
139640214 Absence	Allen, Angela - Nutrition Nutrition - Cook	South Hills Middle 412-2400 08:00 am-01:30 pm	Other		Gregory, Kathryn - Nutrition Nutrition Phone: (801) 254-4655	7/10/2014 01:47 PM

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Note the confirmation button for the next step.

12. If you need to make changes to the absence, click the confirmation button (on previous page) and then you will be able to make modifications by clicking the “Edit Absence” button/ You can also delete the entire absence if you need to do so by clicking the “Delete” button.

The screenshot displays the AesoOnline web application interface. At the top, there is a navigation bar with tabs for 'Absence', 'Reports', and 'Settings', along with a 'Return to the old site' link and a 'Help' button. The main content area shows details for an absence request: 'View Absence # 139640214 - Allen, Angela - Nutrition' with a status of 'Filled by Kathryn-Nutrition Gregory'. A calendar for July 2014 is visible, with the 11th highlighted. The absence details include: 'Absence Reason: Other', 'Time: 08:00 AM to 01:30 PM', 'Hours Sub Worked', 'Accounting Code: 8001 - Nutrition 415', and 'Paycode: 11.68*'. There are sections for 'Notes to Administrator', 'Notes to Substitute', and 'File Attachments'. On the right side, there are 'NEXT STEPS' (Remove Sub, Reassign Sub) and an 'ABSENCE SUMMARY' section. Two 'Delete' buttons are present: one at the top right and one at the bottom right of the main content area. Two arrows from the text above point to these buttons.

13. After the sub has worked the shift, you can “Reconcile” by going to the home page, choosing the correct date, and then clicking on “Filled” absence. Click the confirmation number and the “Reconcile” button will show up.

ABSENCE REPORTS

Select a Report:

Daily Report: Fri. Jul 11, 2014

Summary for: 7/11/2014 Absences Vacancies View:

All Schools All Employee Types

Summary

1

Totals
Fri. Jul 11, 2014
Total: 1
Fill Rate: 100.0%

Reading the Report:

- No Fill Needed
- Unfilled
- Filled

0 Unfilled | **1 Filled** | 0 No Sub Required

Conf. #	Name	School	Reason	Shift	Substitute	Created
139640214 Absence	Allen, Angela - Nutrition Nutrition - Cook	South Hills Middle 412-2400 08:00 am-01:30 pm	Other		Gregory, Katheryn - Nutrition Phone: (801) 254-4655	7/10/2014 01:47 PM

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14. Click the "Reconcile" button.

The screenshot shows the Aesop online system interface for an absence request. The page title is "View Absence # 139640214 - Allen, Angela - Nutrition". The status is "Filled by Kathryn-Nutrition Gregory". The absence dates are "Wed, Jul 9; Fri, Jul 11". The location is "South Hills Middle 412-2400". The absence reason is "Other", the time is "08:00 AM to 01:30 PM", and the paycode is "11.68*". The page includes a calendar for July 2014, a "Notes & Attachments" section, and a "NEXT STEPS" section with a "Reconcile" button highlighted in red.

View Absence # 139640214 - Allen, Angela - Nutrition
Status: Filled by Kathryn-Nutrition Gregory
Wed, Jul 9; Fri, Jul 11
Hours Per Day: 5.5 | Created: 7/10/2014 1:47 PM | Last Update: 7/10/2014 2:08 PM

Absence Log Available Subs Call History

Edit Absence Split Absence Reconcile Delete

Wed, Jul 9; Fri, Jul 11 at South Hills Middle 412-2400

July 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Absence Reason: Other
Time: 08:00 AM to 01:30 PM
Hours Sub Worked:
Accounting Code: 8001 - Nutrition 415
Paycode: 11.68*

Notes to Administrator: Training in another school district
Notes to Substitute: None

Substitute Required: Yes
Wednesday, Jul 9, 2014
Friday, Jul 11, 2014
8:00 AM - 1:30 PM
Other

15. Click the green reconcile button.

View Absence # 139640214 - Allen, Angela - Nutrition
Wed, Jul 9; Fri, Jul 11

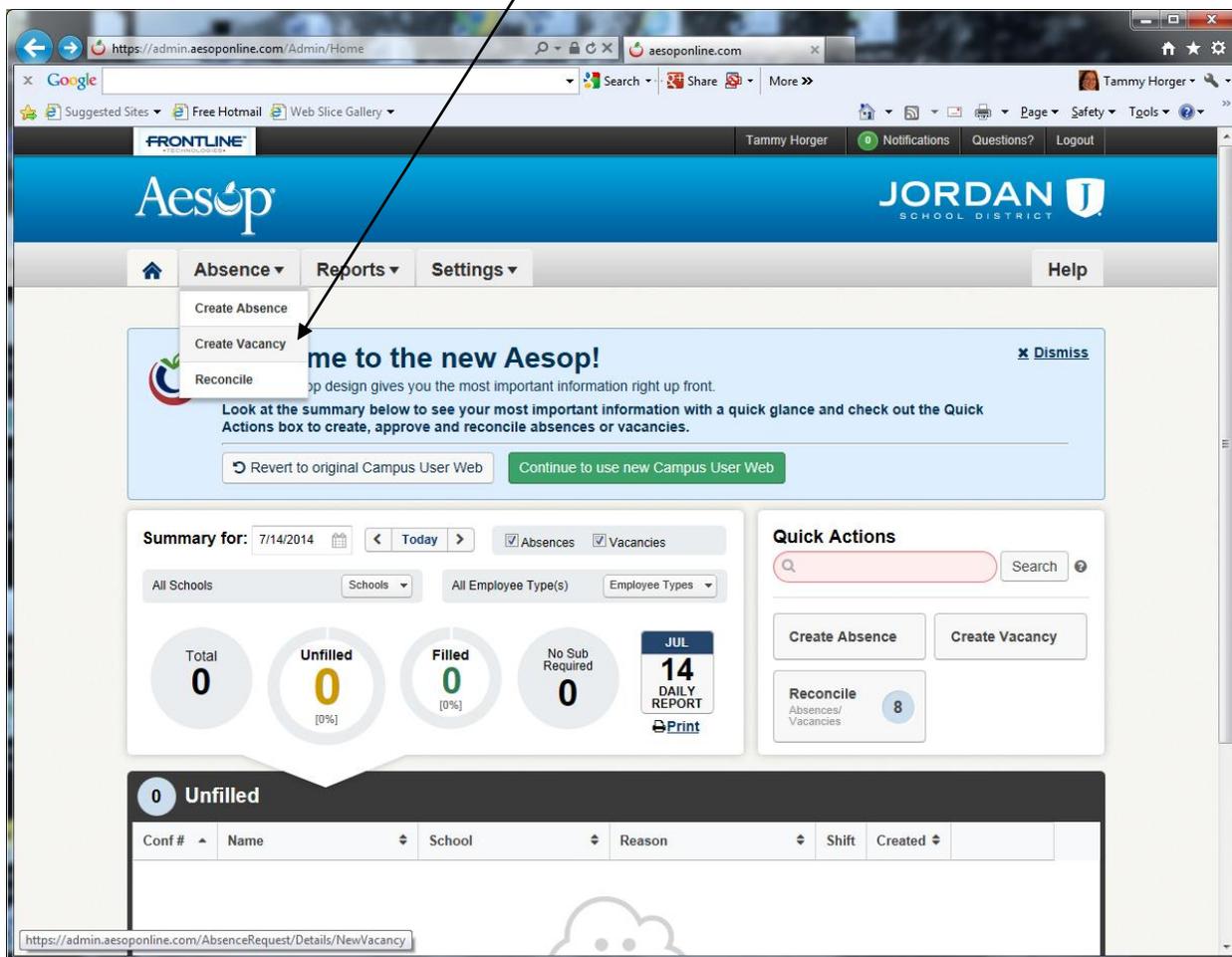
Status: Filled by Kathryn-Nutrition Gregory
Hours Per Day: 5.5 | Created: 7/10/2014 1:47 PM | Last Update: 7/10/2014 2:08 PM

Date	Reason	Duration	Codes	Sub Hrs Worked	Reconcile Status
7/11/2014	Other	08:00 AM-01:30 PM	Acct. Code 8001 - Nutrition 415 Bud. Code None Selected Paycode 11.68*		Unreconciled <input type="button" value="Reconcile"/>
7/9/2014	Other	08:00 AM-01:30 PM	Acct. Code 8001 - Nutrition 415 Bud. Code None Selected Paycode 11.68*		Unreconciled <input type="button" value="Reconcile"/>

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To Create a Vacancy

1. Log in to AESOP. On the homepage, under the absence tab, choose “Create Vacancy” from the drop down menu.



The screenshot shows the AESOP admin interface for Jordan School District. The user is logged in as Tammy Horger. The 'Absence' dropdown menu is open, and 'Create Vacancy' is selected. The main dashboard displays a summary for 7/14/2014 with 0 Unfilled, 0 Filled, and 0 No Sub Required positions. A 'Quick Actions' section includes buttons for 'Create Absence', 'Create Vacancy', and 'Reconcile' (8 items). A table at the bottom shows 0 Unfilled positions with columns for Conf #, Name, School, Reason, Shift, and Created.

Conf #	Name	School	Reason	Shift	Created
0 Unfilled					

Note: Only create a vacancy if you need extra help for a special day (coordinator approved) or if you need to fill a position where the employee is no longer in the system.

2. Choose the position that needs to be filled—regular worker, clerk, or cashier—then click on the green “Fill out Details” button.

The screenshot shows the Aesop online system interface for creating a vacancy. The page title is "Vacancy: Create Vacancy". The user is currently in "Step 1: Select Profile". The "Next Step" is "Fill out Details".

The interface includes a search bar and a "Search by Letter" section with buttons for letters A through Z. The "Name" section lists the following options:

- District
- Inservice
- Nutrition** (highlighted)
- Nutrition - Clerk
- Nutrition Cashier
- Open Position
- Orientation

A green "Fill out Details" button is located at the bottom right of the selection area. An arrow points from the text above to this button.

3. Fill out the details for the vacancy. Remember to put in the school code! Type an explanation for the vacancy in the Notes to Administrator box. Click the green “Review and Confirm” button.

Vacancy: Create Vacancy

1. Select Profile | 2. Fill out Details | 3. Review & Confirm | Done!

Step 2: Fill out Vacancy Details for Nutrition | Next Step: **Review & Confirm**

Please select a date at Copper Canyon Elementary 260-0222

July 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

School: Copper Canyon Elementary 260

Time: Custom (09:00 AM to 01:30 PM)

Accounting Code: 8001 - Nutrition 175

VACANCY SUMMARY

- Substitute Required: Yes
- Hold Until: No Hold
- Number of Vacancies: 1
- No Dates Selected
- Copper Canyon Elementary 260-0222
- 9:00 AM - 1:30 PM
- No Reason Selected

Notes & Attachments

Notes to Administrator (Viewable only by Administrator and Employee): Grandparent day (240 character(s) left)

Notes to Substitute (Viewable by Administrator, Employee, and Substitute): (255 character(s) left)

Admin-Only Notes (Viewable only by Administrator):

4. On this page, review the details and then click the “Create Vacancy” button.

Step 3: Review and Confirm details for Nutrition

Next Step: Create Vacancy and Assign Sub Create Vacancy

Mon, Jul 14 at Copper Canyon Elementary 260-0222

Time	Custom (09:00 AM-01:30 PM)
Accounting Code	8001 - Nutrition 175

Notes & Attachments

Notes to Administrator	Grandparent day
Notes to Substitute	None
Admin-Only Notes	None

File Attachments

Directions to Copper Canyon Elementary.docx
Directions to Copper Canyon Elementary

VACANCY SUMMARY

Substitute Required
Yes

Hold Until
No Hold

Number of Vacancies
1

Monday, Jul 14, 2014
Copper Canyon Elementary 260-0222
9:00 AM - 1:30 PM
No Reason Selected

Previous Step: Fill out Details

Next Step: Create Vacancy and Assign Sub Create Vacancy

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5. Click the “Assign Sub to This Position” button to sign up the sub if you already have a sub scheduled. If you don’t assign anyone at this point, the job will be open for any sub to come.

The screenshot shows a web browser window with the URL <https://admin.aesoponline.com/AbsenceRequest/Details/NewVacancy>. The browser's address bar shows the user is logged in as Tammy Horgan. The main content area features a green confirmation banner with a checkmark icon and the text: "Your vacancy has been scheduled. Your confirmation number is 139664443." Below this is a "Vacancy Summary for Nutrition" section with a "Print this Page" button. The summary includes the following details:

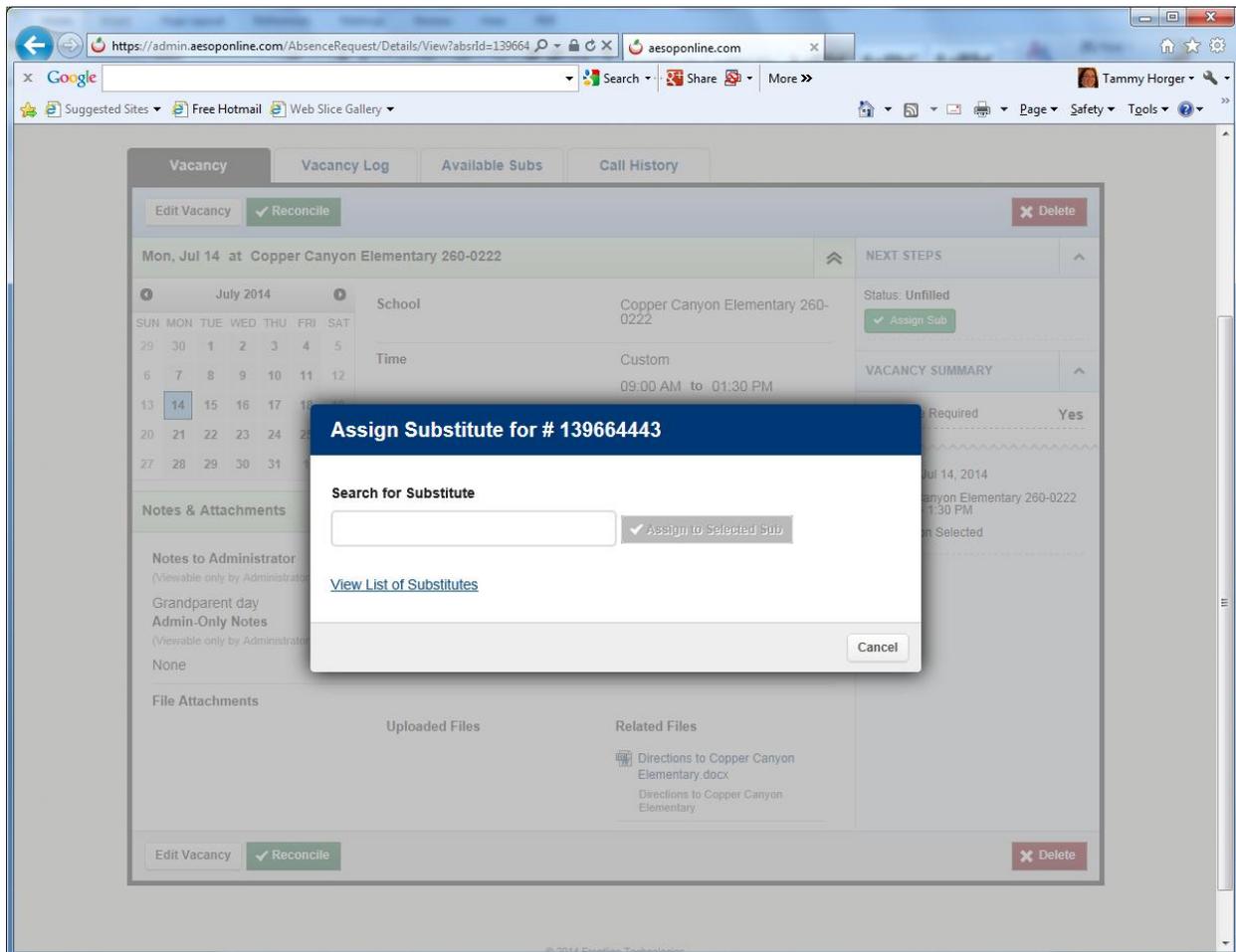
Substitute Required:	Yes
File Attachments:	1 File (View File)
Notes to Administrator:	Grandparent day
Mon, Jul 14	
School:	Copper Canyon Elementary 260-0222
Start/End Times:	Custom (09:00 AM - 01:30 PM)

To the right of the summary is a "Next Steps" section containing the following options:

- [Edit this Vacancy](#)
- [Assign Sub to this Position](#) (highlighted in green)
- [View Profile for Nutrition](#)
- [Create another Vacancy](#)
- [Logout of Aesop](#)

At the bottom of the summary box, there are two buttons: [Delete this Vacancy](#) and [Hold for 30 minutes](#).

6. You can search for subs by last name or view a list of available subs.



7. Once you have a sub assigned, you will only need to reconcile after that person has worked.