

Aesop QuickStart Guide for Substitutes

This guide will show you how to:

- Log on to the Aesop system
- Navigate the Aesop Web site
- Find and accept jobs online*
- Manage your schedule
- Cancel an assignment*
- Manage your availability
- Specify your call times
- Change your PIN
- Manage your personal information*
- Select preferred schools*
- Find and accept jobs over the phone
- Benefit from Aesop notifications*
- View user guides and training videos



* Indicates functions that might not be used by your school

Using Aesop Successfully

Proactively fill your schedule*

Aesop offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, Aesop offers you both phone and web services for finding and accepting jobs. Substitutes can call in to Aesop toll-free at 1-800-942-3767 or log in online at www.aesopeducation.com.

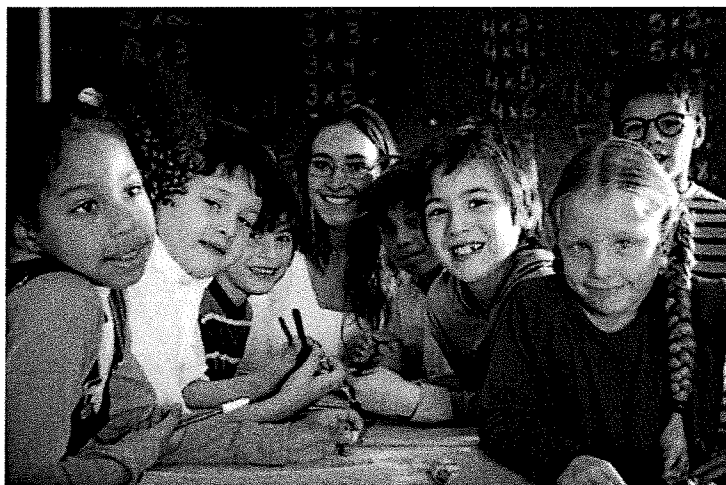
Manage your preferences

With Aesop, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify preferred schools* and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

Find out about available jobs

Aesop notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance. Depending on the district's settings, substitutes can discover available jobs days, weeks, or even months in advance.

Aesop can alert substitutes to new jobs through both phone and e-mail* services. Substitutes can then choose to accept or reject the assignment.

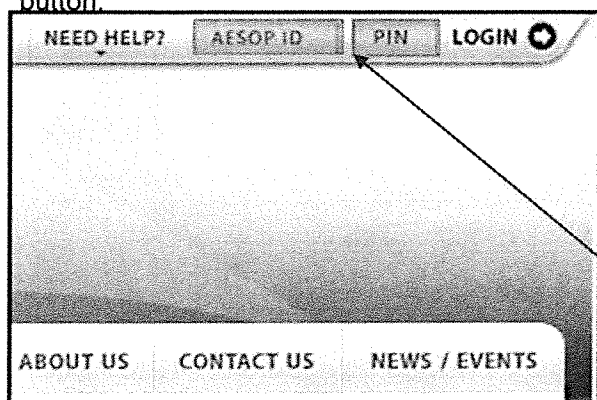


* Indicates functions that might not be used by your school

Online Services

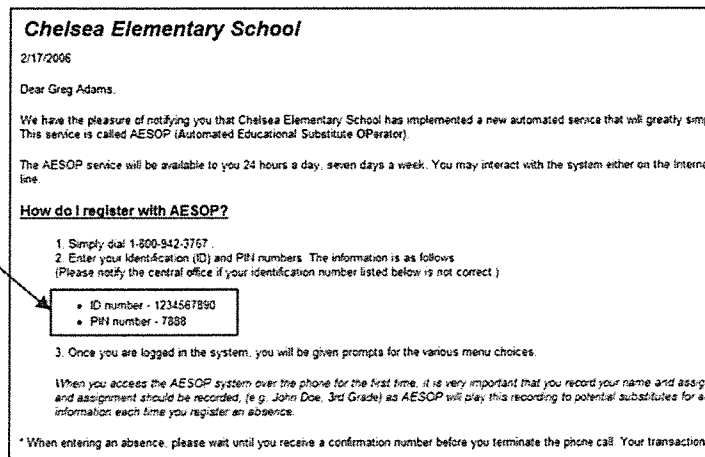
Log on to Aesop

In your Internet browser address bar enter **www.aesopeducation.com** and click the **Go** button.



Aesop Login Page

Enter your **ID** and **PIN** from the personalized welcome letter you received from the district.



Personalized Welcome Letter

Aesop User License Agreement

The first time you log into Aesop you will have to agree to the terms of use. Please read through the terms and click the "I Agree" button at the bottom of the page. You will not be able to access Aesop online without agreeing to these terms.

<p>Good Morning, David Caughill</p> <p>Before using the system further, please accept the following End User License Agreement</p>	
<p>AESOP® USER LICENSE AGREEMENT</p>	
<p>THIS AESOP® USER LICENSE AGREEMENT ("Agreement") is made for the benefit of FRONTLINE PLACEMENT TECHNOLOGIES, INC., a Pennsylvania business corporation ("Frontline"), by YOU, the person who indicates your acceptance of the terms of this Agreement by indicating your agreement to the terms and conditions of this Agreement when prompted ("User").</p>	
<p>RECITALS</p>	
<p>WHEREAS, Frontline provides its clients with a subscription to its proprietary product, Aesop®, which allows its clients to access Aesop® for the purpose of automating substitute employee placement;</p>	

* Indicates functions that might not be used by your school

Home Page

Interactive Calendar →

Action Menu

Personal Information →

Good Morning, Brown Derby

1 Assignment is awaiting your feedback. ← Absence Feedback*

Search for Jobs

Messages
Posted: 12/25/2009
Have a Merry Christmas and a Happy New Year! ← Message Section

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location	Date	Time
43466411	Massanutten School District	Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43477178	Massanutten School District	Killy Court High School - No Nuts	Rorwin, Jeannette	5th grade english	Main Office		1/6/2010	8:00 AM 12:00 PM

← Upcoming Assignments

Questions
If you have questions about the rules or setup of the system contact Joseph Cappellini at (999) 743-1098 or email: jcappellini@frontlineplacement.com. ← Contact Information

Personal Information
Email: derby@aesoponline.com
Phone: (999) 555-9999
Earliest Start Time:
Latest End Time:
View Personal Information

* Indicates functions that might not be used by your school

Find and Accept Assignments Online

Search for Assignments*

1. Click the **Search for Jobs** tab in the action menu on your home page or just below your name to see a list of all available jobs.

Interactive Calendar

December 2009

Search for Jobs

Good Morning, Brown Derby

1 Assignment is awaiting your feedback.

Search for Jobs

Assigned: 12/25/2009

Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year!

Upcoming Assignments for the next 30 days

CD#	District	School	Employee	Title	Room	Location	Date	Time
4246411	Massachusetts School District	Kelly Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM - 12:00 PM
42477176	Massachusetts School District	Kelly Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM - 9:30 PM
40477170	Massachusetts School District	Kelly Court High School - No Nuts	Norman, Deannette	8th grade English	Main Office		1/4/2010	8:00 AM - 12:00 PM

Search again

Sort By: ☐ Date/School ☐ Date/Employee ☐ School/Date ☐ Employee/Date

Current Assignments Available

Start Date	Starting School	Employee	Title	View
01/07/10	Kelly Court High School - No Nuts	Romney, Mitt	Elem. English	Details
01/07/10 (Thu.)	From 8:00:00 AM To 3:30:00 PM	Duration Full Day	School Kelly Court High School - No Nuts	
01/27/10	Eagle Trace High	Romanov, Nicolai	Middle English	Details
01/27/10 (Wed.)	From 8:00:00 AM To 4:00:00 PM	Duration Full Day	School Eagle Trace High	
02/24/10	Kelly Court High School - No Nuts	Francis, Brad	Music	Details
02/24/10 (Wed.)	From 8:00:00 AM To 3:30:00 PM	Duration Full Day	School Kelly Court High School - No Nuts	

2. Click the **Details** link to view more information on the assignment. For multiple day assignments, Aesop will list the employee's name once and then all dates.

Accept or Reject Assignments

3. Click **Accept Job** if you would like to accept the job or **Reject Job** if you do not want to accept the job. If you reject the assignment, you will not be able to view it again later. Click **Cancel** if you are not making a decision at this time to accept or reject the job.

In order for you to accept this Job, please click the 'Accept Job' button below.

Selected Jobs								
School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Eagle Trace High	Romanov, Nicolai	Middle English	Main Office			January 27 2010	8:00 AM-4:00 PM	Full Day

Notes:

* Indicates functions that might not be used by your school

4. You will receive a **Confirmation Number** when you have successfully accepted an assignment. You should bring this confirmation number with you to the school when you start the job.

5. You can view any notes left by the employee or the district in the **Notes** section.

6. At this point, you can also access any attachments left for you by the district or the employee. Click on the attachment; in the File Download dialog box click **Open** or **Save**.

You have accepted this Absence. Your Confirmation number is: 43224525

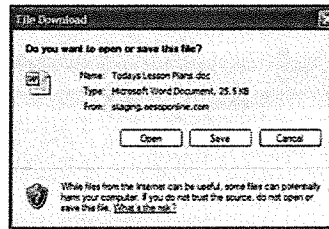
School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Eagle Trace High	Romanov, Nicolas	Middle English	Main Office			January 27 2010	8:00 AM-4:00 PM	Full Day

Notes:

Attachments:

Test File 2

View your schedule or cancel this job or search for more assignments.



Your home page will automatically be updated with the newly-accepted assignment. The **Interactive Calendar** and the **Upcoming Assignments for the next 30 days** sections will reflect the new information.

Accepting a Job with Captcha*

Captcha is a code that has to be entered in before accepting an absence. Your district may be using this option to verify that a real person is accepting the assignment and not an auto accept program. All you need to do is first enter the code that appears on your screen then click "Accept Job"

In order for you to accept this Job, please click the 'Accept Job' button below.

School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Dell Middle School	Barnes, Matt		Main Office			April 23 2010	8:00 AM-3:00 PM	Full Day

Notes:

This is your Captcha code → 8C

Enter the characters in the image to accept the Job: 8C [Choose another Captcha](#)

Reject Job Accept Job Cancel

If you have trouble reading the code you can always choose another

* Indicates functions that might not be used by your school

Other Home Page Features

Messages





Any messages from the district office will appear in the **Messages** section.

Messages

Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year! ☺

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location Phone	Date	Time
43466411	Massanutten School District	 Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	 Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43477178	Massanutten School District	 Killy Court High School - No Nuts	Norwin, Jeannette	8th grade english	Main Office		1/6/2010	8:00 AM 12:00 PM
43224525	Massanutten School District	 Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

Upcoming Assignments for the next 30 days

Aesop will show you absences you have already accepted up to 30 days in advance. Aesop will also show you the name of the employee and school. A map icon indicates that directions to the school are available from MapQuest.com.* Clicking on the "map" icon will open your default web browser and display the school on a map.

Assignments requiring feedback*

Click the link in green next to your name or the "Leave Feedback link in your action menu to write a review regarding the assignment.

1 Assignment is awaiting your feedback.

[▶ Leave Feedback](#)
[▶ View Email room](#)

Questions

Questions

If you have questions about the rules or setup of the system contact **School Secretary ext 10** at (555) 555-5555 or email: suboffice@yourdistrict.org.

If you have any questions regarding Aesop please contact the individual listed or e-mail the contact at your school district.

* Indicates functions that might not be used by your school

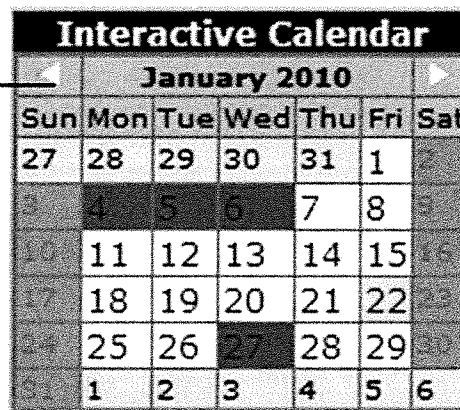
Manage my Schedule

Interactive Calendar

To view your assignment schedule, you can click on the **View my Schedule** tab on the action menu or you can choose a specific date on the **Interactive Calendar**.

Aesop displays two types of days on the calendar:

- **Non-Work Day** – days/hours you have indicated you are unable to work
- **Working** – jobs for which you are scheduled to work



January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	
	4	5	6	7	8	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	
31	1	2	3	4	5	6

Use the calendar arrows to select different months

* Indicates functions that might not be used by your school

View My Schedule

On your schedule, you can view your assignments in three ways:

- Weekly schedule
- 3-month calendar view
- All absences scheduled for the current month

Click on a numbered day in the 3-month calendar view, and the weekly schedule will change to that week.

Use the **Change Date** drop-down window to review absences further in the past or future.

Weekly Schedule

3-month calendar view

Absences scheduled for the current month

The screenshot displays the Substitute QuickStart interface. At the top, there's a 'Change View: Month View | Go to Current Week' button. Below it, the 'Week View from 1/4/2010 - 1/8/2010' is shown. The main area is a weekly schedule grid with columns for Monday, Jan 4, Tuesday, Jan 5, Wednesday, Jan 6, Thursday, Jan 7, and Friday, Jan 8. The rows represent time slots from 7:00 AM to 4:00 PM. Some slots are shaded grey, indicating non-work days or absences. To the right of the weekly schedule is a 'Change Date' window with a dropdown menu set to 'January' and a 'Go' button. Below the 'Change Date' window is a '3-month calendar view' showing the months of January, February, and March 2010. A bracket on the right side of the calendar view indicates it covers three months. Below the calendar view is a 'Calendar Key' with a legend for 'Non-Work Day' (grey) and 'Work Day' (white). At the bottom of the interface is a table titled 'Schedule for January 2010' with columns for CONF#, District, School, Employee, Title, Room, Location, Date, and Time. The table lists several absences for January 2010. Below the table are fields for 'Status: Filled', 'Notes', 'Email: francis@frontlineplacement.com', and 'Cancel:'. A label 'Absences scheduled for the current month' points to the table.

CONF#	District	School	Employee	Title	Room	Location	Date	Time
42466411	Massachusetts	Kelly Court High School - No FRITS	Francis, Fred	Music	Main Office		1/4/2010	8:00 AM - 12:00 PM

* Indicates functions that might not be used by your school

Remove Myself from an Assignment*

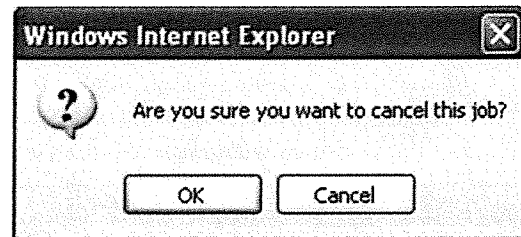
First, view your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab on the home page. On the calendar, clicking on a numbered day will take you to that week's schedule. The current date will be shown in parentheses.

	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellations	CONF#: 43477176 8:00 AM-3:30 PM Cancellations	CONF#: 43477178 8:00 AM-12:00 PM Cancellations		Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					

You can remove yourself from an accepted job or a Non-Work Day by clicking the trash can in the assignment you wish to cancel.

NOTE: If you remove yourself from a job, you will not be able to see it again!

A warning message will appear: "Are you sure you want to cancel this job?" Click **OK** to cancel.



Depending on your district settings you may also have to confirm a Warning like this

Cancel Job		
Warning: By cancelling this job, you will be precluded from accepting other jobs on the following dates during the time of this job:		
Date	Start Time	End Time
2/23/2010	8:00 AM	3:00 PM
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>		

	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellations	CONF#: 43477176 8:00 AM-3:30 PM Cancellations			Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					

The canceled assignment no longer appears on your calendar or list of assignments.


* Indicates functions that might not be used by your school

Add Non-Work Day

Click the **Add Non-Work Day** link on your action menu to indicate days or portions of days that you are unavailable to work.

For a single non-work day, select the date you will be unable to work. Enter a description if desired.

Adjust the **Start Time** and **End Time** if you will be unavailable for only a portion of the day.

 **NOTE:** Leave all of the fields in the "Repeat Event" area of this page blank if you are entering a Non-Work Day for a single day.

You can use the **Repeat Event** feature if you have a recurring unavailability status.

Add Non-Work Day

Date4/12/2010

DescriptionMy Birthday

Start Time3 AM : 00

End Time4 PM : 00

Repeat Event

Until

Every

☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday

☐ All Week

Save Save and Add Another Cancel

Add Non-Work Day

Date04/01/2010 1

Description

Start Time8 AM : 00

End Time4 PM : 00 2

Repeat Event

Until06/01/2010 3

Every

☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☒ Friday 4

☐ All Week

Save Save and Add Another Cancel 5


1. Select the date for your first non-work day.

2. Fill in the Start and End Times.

3. Select the date for your last non-work day.

4. Check the box for the day(s) of the week that you will not be between your first and last non-work days. Select "All Week" to mark everyday in this date range as a Non-Work Day.

5. Click **Save** to save your information, **Save and Add Another** to save your changes and create another non-work day, or **Cancel** if you do not wish to save the information.






 **NOTE:** You can still be called by Aesop on Non-Work days for available jobs in the future or notifications of removal from a future absence.

* Indicates functions that might not be used by your school





Deleting a Non-Work Day

You are able to delete any Non-Work day that has not already started.





To delete a single Non-Work day, find the Non-Work day on your Interactive Calendar and click on it. You will be brought to the weekly view for that week. Click on the single trash can icon for that day to delete that single day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM 	Non-Work Day: Vacation 8:00 AM-4:00 PM 	Non-Work Day: Vacation 8:00 AM-4:00 PM 	Non-Work Day: Vacation 8:00 AM-4:00 PM 	Non-Work Day: Vacation 8:00 AM-4:00 PM 
9:00 AM					
10:00 AM					

You are now available to work this day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM 	Non-Work Day: Vacation 8:00 AM-4:00 PM 		Non-Work Day: Vacation 8:00 AM-4:00 PM 	Non-Work Day: Vacation 8:00 AM-4:00 PM 
9:00 AM					

To delete an entire repeating Non-Work day, click on the trash can with the arrows pointing away from it. This will delete the selected Non-Work day as well as all other Non-Work days that were created at the same time.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM 	Non-Work Day: Vacation 8:00 AM-4:00 PM 		Non-Work Day: Vacation 8:00 AM-4:00 PM 	Non-Work Day: Vacation 8:00 AM-4:00 PM 
9:00 AM					

You are now available to work on every Non-Work day that was deleted.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM					
9:00 AM					

* Indicates functions that might not be used by your school

System Generated Non-Work Day *

Some districts have opted to not allow a sub to cancel a job too close to the start time and then accept another job on the same day.

When this is the case if you cancel a job too close to the job's start time Aesop will automatically generate a Non Work Day. This will prevent you from accepting other jobs for an amount of time.

This Non-Work Day cannot be deleted

Add Non-Work Day				
Monday, Feb 22	Tuesday, Feb 23	Wednesday, Feb 24	Thursday, Feb 25	Friday, Feb 26
7:00 AM				
8:00 AM	Non-Work Day: System Generated 8:00 AM-3:00 PM			
9:00 AM				
10:00 AM				

Aesop will give you a warning when you cancel an absence detailing when you will not be able to accept other jobs

Cancel Job		
Warning: By cancelling this job, you will be precluded from accepting other jobs on the following dates during the time of this job:		
Date	Start Time	End Time
2/23/2010	8:00 AM	3:00 PM
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>		

* Indicates functions that might not be used by your school