

AESOP Tutorial for Secretaries

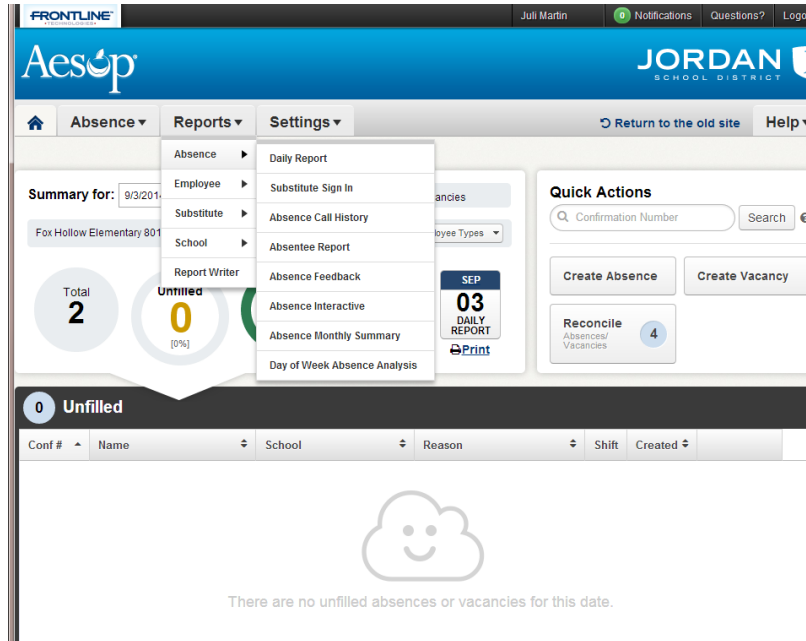
1. The absence tab will allow you to create absences and vacancies.

The screenshot shows the Aesop interface for Jordan School District. The 'Absence' tab is selected and highlighted with a red arrow. The interface includes a navigation bar with 'Absence', 'Reports', and 'Settings'. Below the navigation bar, there are buttons for 'Create Absence', 'Create Vacancy', and 'Reconcile'. A summary section shows 'Total 2', 'Unfilled 0', 'Filled 2', and 'No Sub Required 0'. A 'Quick Actions' panel on the right contains a search box for 'Confirmation Number', buttons for 'Create Absence', 'Create Vacancy', and 'Reconcile' (with a count of 4). The main content area displays a table with columns for 'Conf #', 'Name', 'School', 'Reason', 'Shift', and 'Created', and a message: 'There are no unfilled absences or vacancies for this date.'

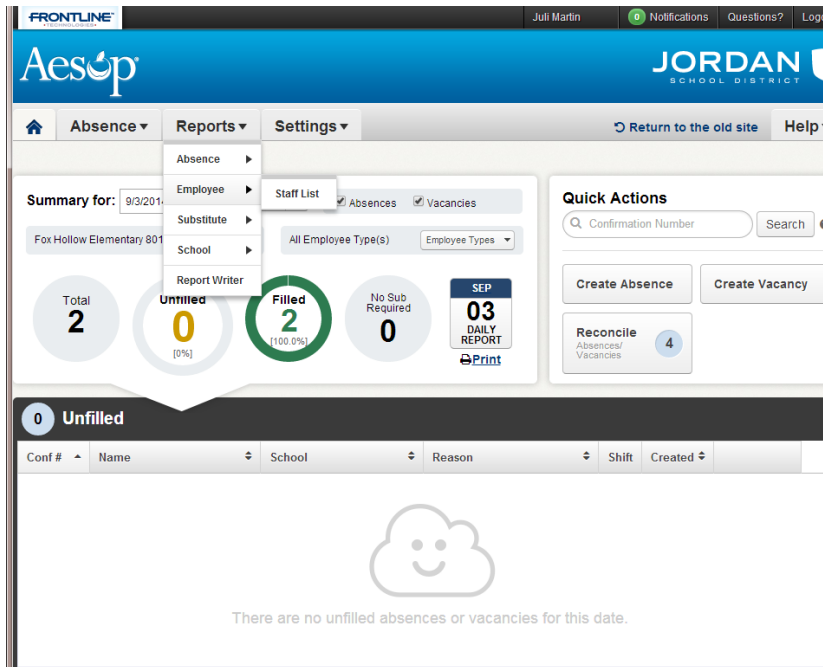
2. The reports tab will allow you to run any reports such as monthly absences, call history, etc.

The screenshot shows the Aesop interface for Jordan School District. The 'Reports' tab is selected and highlighted with a red arrow. The interface includes a navigation bar with 'Absence', 'Reports', and 'Settings'. Below the navigation bar, there are buttons for 'Create Absence', 'Create Vacancy', and 'Reconcile'. A summary section shows 'Total 2', 'Unfilled 0', 'Filled 2', and 'No Sub Required 0'. A 'Quick Actions' panel on the right contains a search box for 'Confirmation Number', buttons for 'Create Absence', 'Create Vacancy', and 'Reconcile' (with a count of 4). The main content area displays a table with columns for 'Conf #', 'Name', 'School', 'Reason', 'Shift', and 'Created', and a message: 'There are no unfilled absences or vacancies for this date.'

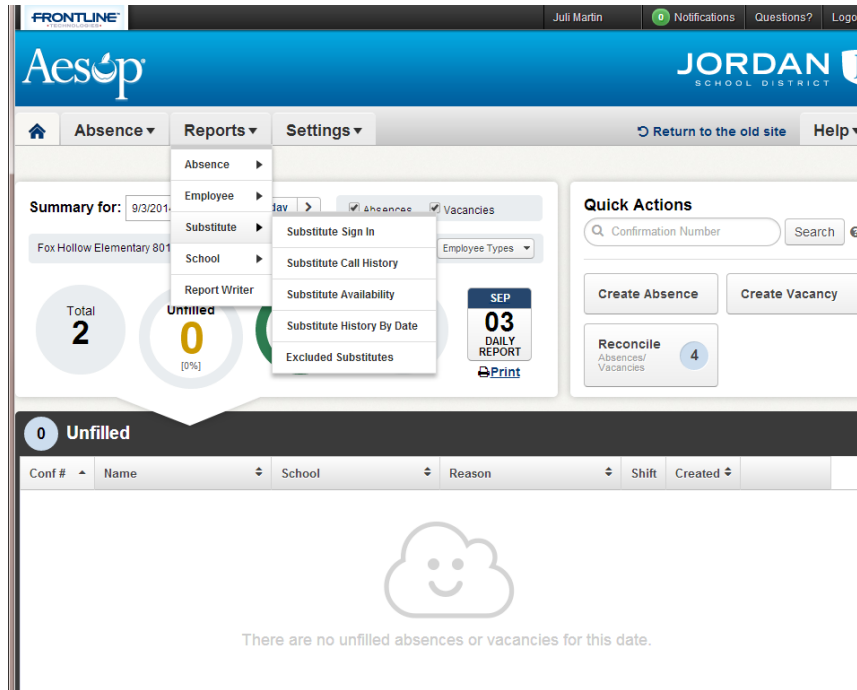
- Absence option will give you a daily report, substitute sign in sheet, and any other summaries for your location.



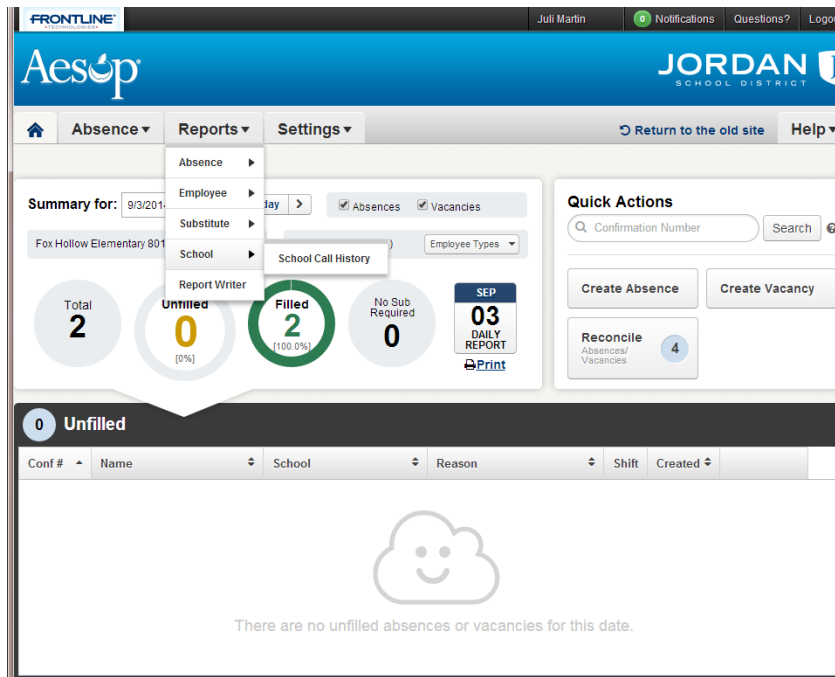
- Employee will let you view your staff list



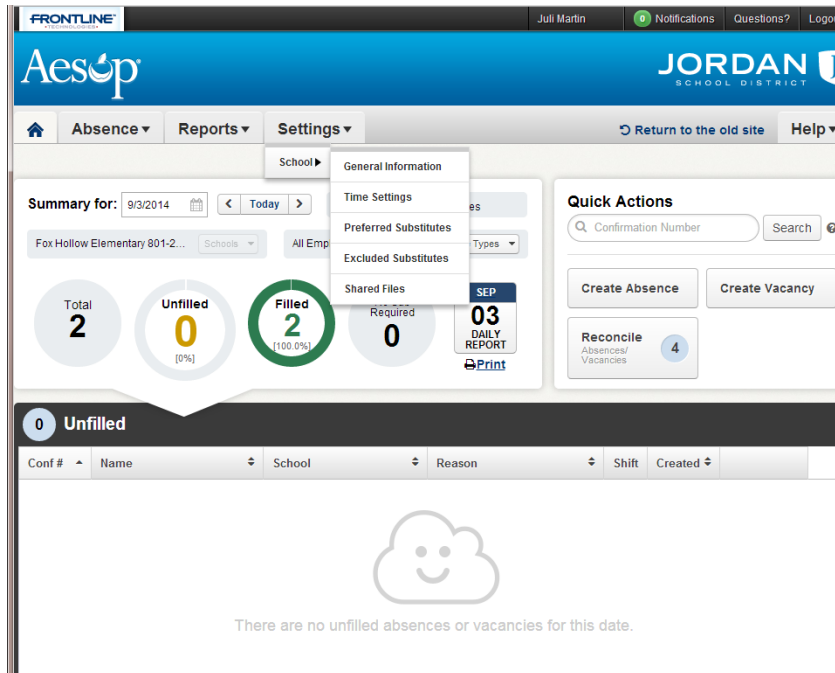
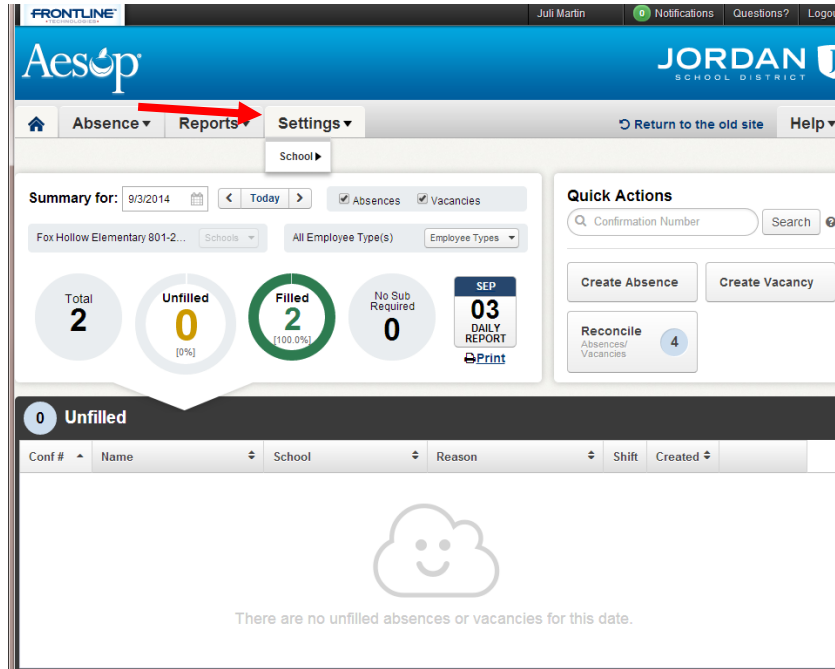
5. Substitute will allow you to view substitute availability and substitute history.



6. School allows you to view the call history for your location.




- The settings tab allows you to make changes to your preferred sub list, school hours and other general information.



8. The help tab offers a tour through the system and a learning center for any other questions you may have about AESOP.

The screenshot displays the Aesop web application interface for Jordan School District. At the top, the user is logged in as Juli Martin. The navigation bar includes tabs for Absence, Reports, and Settings, along with a Help tab highlighted by a red arrow. The Help dropdown menu is open, showing options like Learning Center and Take a Tour. The main content area shows a summary for 9/3/2014 with 2 total absences, 0 unfilled, and 2 filled. The 'Quick Actions' section contains buttons for 'Create Absence', 'Create Vacancy', and 'Reconcile Absences/Vacancies'. A table below shows 0 unfilled absences for the date.

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

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