

**Background Information:** An employee may have a sub or subs who are preferred. You can create a list of substitutes whom Aesop can be set to hold the absence for a period of time and to contact first when you create an absence.

If they are set and ranked as “Favorite Five” they can receive an email and a call during the first evening after the absence creation. Some qualifying points to this:

- Sub must be available for the time (no other job)
- Sub cannot have a Non-Work Day
- Sub must meet any Qualifying Skills the district has set

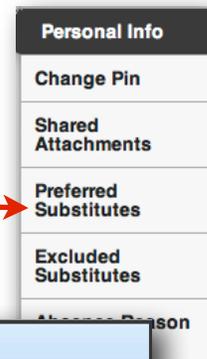
**NOTE:** *Aesop* may make the absence available to a larger group of subs at the same time depending on district settings for absences created close to their start.

**NOTE 2:** Keep in mind that subs who are preferred may be preferred by many employees. This means that the closer an absence is to starting, the less likely a preferred sub would be able available for an absence.

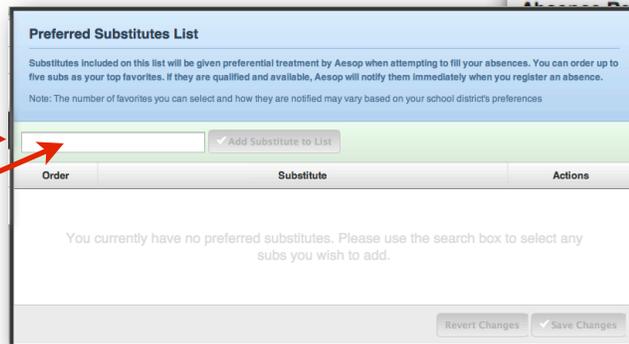
**NOTE 3:** You do not **HAVE** to create a list of five, nor do you have to have five in a list.

**To add a substitute:**

1. Log in to *Aesop*. Choose **Account**. Choose **Preferred Substitutes** link.



2. When you click on the **Preferred Substitutes** link, this window will appear.



3. Type the first few letters of the desired substitute's last name in the “Search” box and click “Add Substitute to List”. As you type, a list of people with the same first three letters will appear so you can choose the one you want without typing the entire name.

4. You should click on “**Save Changes**” before adding another person. You can enter as many as five (5) subs.

| Order | Substitute        | Actions |
|-------|-------------------|---------|
| 1     | Beyers, Deborah   |         |
| 2     | Linkowski, Janice |         |
| 3     | Steinberg, Judith |         |
|       | Carademoulis, Sue |         |
|       | Boland, Kevin     |         |

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5. After entering your choices, as you pass your mouse in the box with a name, a grayed out “heart” will appear. If this person is a “favorite” you can click and the heart becomes “red”. A number will appear in the “order” column. You can click on the “grayed” arrows to change the order of your preferences.

| Order | Substitute         | Actions   |
|-------|--------------------|---|
| 1     | Beyers, Deborah    |   |
| 2     | Linkowski, Janice  |   |
| 3     | Steinberg, Judith  |   |
|       | Carademoullis, Sue |   |
|       | Boland, Kevin      |    |

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6. You can also remove a person from your list by clicking on the “garbage can.”

7. Click on **Save Changes** when you have completed your requests.

8. You can create a list of subs who you *do not* want to see your absence request. The actions are the same as when creating the “preferred subs” list. Click on **Excluded Substitutes** under the **Account** link.

| Excluded Substitutes List  |   |
|--|---|
| Substitutes on this list will be blocked from viewing your absences. |   |
| <input type="text"/>   | <input checked="" type="button" value="Add Substitute to List"/>                      |
| Substitute   | Actions   |
| Marcus, Sue Ann  |  |

**NOTE:** *Aesop* will send an email immediately to all five who are available. They will also receive a phone call during the first available evening calling period depending on their call settings and/or response to previous calls.