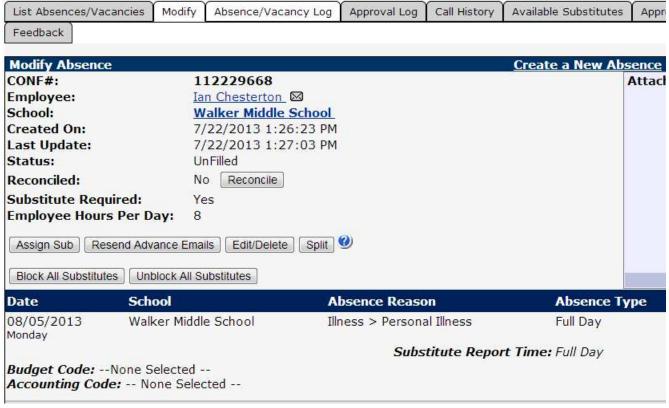
## Assigning a Substitute to an Absence

## Absence/Vacancy > Modify

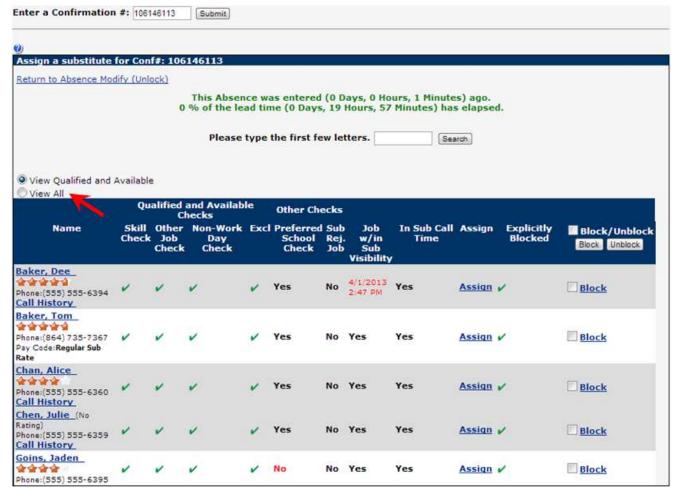
## Assigning a Substitute to a Current Absence

To assign a substitute to a previously created absence, go to the absence's "Modify" page.



Click the Assign Sub button.

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Aesop will default to the "View Qualified and Available Substitutes" view. If the substitute you want to assign is not in this list, choose the **View All** radio button to view all substitutes.

Click the **Assign** link to assign the substitute to this absence.

Be sure to talk to the substitute that you assign before completing the assignment. This will eliminate confusion.

## Assigning a Substitute to a New Absence

First, create a new absence. Learn more about creating new absence here.

When you have finished entering the absence details, click the **Save & Assign** button.

Complete the process by clicking the **Assign** link next to the substitute you would like to assign (see above for more detail).

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