

# Stamford Public Schools Aesop Training

## Campus Users

July 2016

# How Aesop Works

- Video:

[http://help1.frontlinek12.com/customer/portal/articles/2178862?b\\_id=10972](http://help1.frontlinek12.com/customer/portal/articles/2178862?b_id=10972)

# How Employees Use Aesop

- Employees can:
  - Create new absences
  - Attach documents to absences for substitutes
  - View upcoming absences, past absences
  - Create a “preferred” list of substitutes

# How Substitutes Use Aesop

- Substitutes can:
  - View available jobs
  - View scheduled jobs, previous jobs
  - Manage times Aesop will call them

# Accessing Aesop as a Campus User

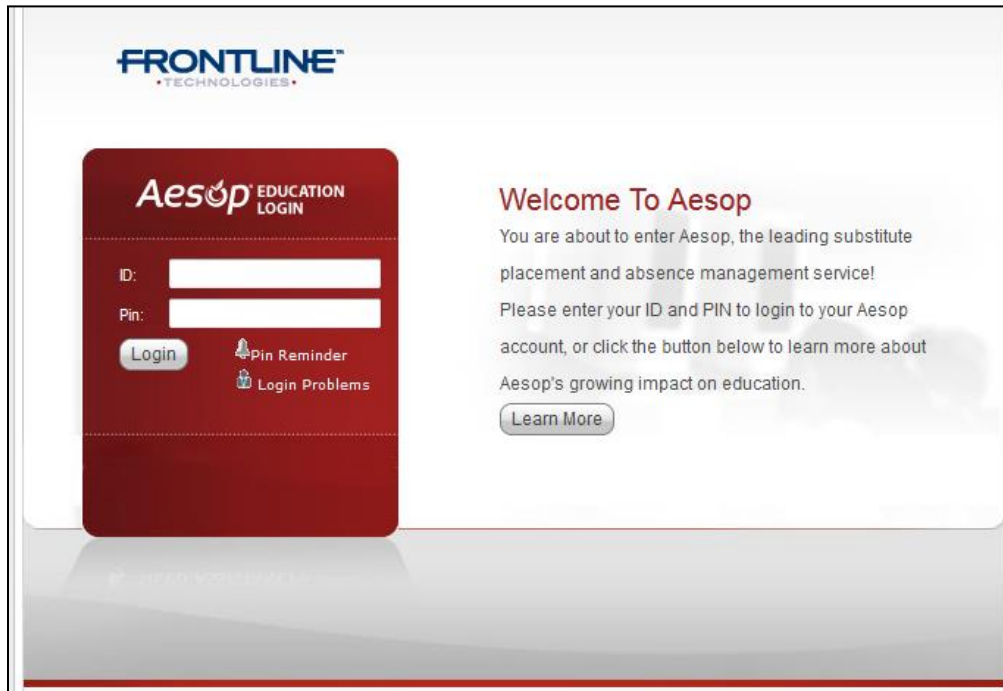
# Accessing Aesop

- Website: [www.aesoponline.com](http://www.aesoponline.com)
- Mobile Website: [m.aesoponline.com](http://m.aesoponline.com)

# Logging in to Aesop

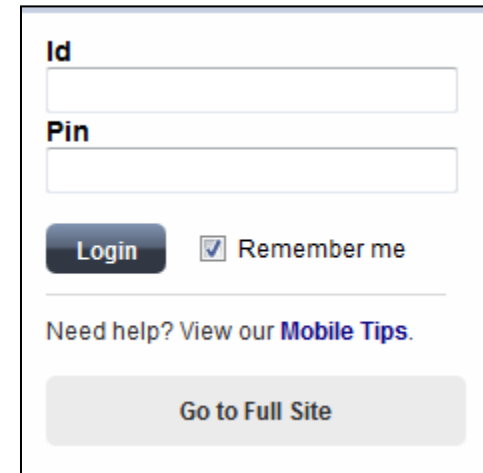
- In your Campus User Welcome Letter
  - ID: Email Address
  - Pin: 4 or 5 digits

## Website





The screenshot shows the Aesop Education Login page. At the top left is the 'FRONTLINE TECHNOLOGIES' logo. The main content area features a red login card on the left with the 'Aesop EDUCATION LOGIN' header. Below the header are two input fields labeled 'ID:' and 'Pin:'. A 'Login' button is positioned below the 'Pin' field. To the right of the 'Login' button are two links: 'Pin Reminder' and 'Login Problems'. To the right of the login card is a 'Welcome To Aesop' section with a welcome message, instructions to enter ID and PIN, and a 'Learn More' button.

## Mobile Site



The screenshot shows the Aesop Education Login mobile site interface. It features two input fields labeled 'Id' and 'Pin'. Below the 'Pin' field is a 'Login' button and a 'Remember me' checkbox. At the bottom of the form is a 'Go to Full Site' button. A link for 'Need help? View our Mobile Tips.' is also present.

# Logging in to Aesop

- Can't Remember Your Pin?
  - Click  Pin Reminder
- Can't Remember Your Login Info?
  - Click  Login Problems



# Aesop Dashboard

# Aesop Dashboard

Date  
(Defaults to  
Current Date)

Click the Calendar or  
Click the < > Arrows to Change the Date

The dashboard displays the following information:

- Summary for: 07/01/2016 (with calendar icon and navigation arrows)
- Filters: All Schools, Schools (dropdown), All Employee Type(s), Employee Types (dropdown)
- Statistics: Total Absences (15), Unfilled Absences (1 [100.0%]), Filled Absences (0 [0%]), No Sub Required (14)
- Calendar: JUL 1 DAILY REPORT (with Print button)
- Quick Actions: Search for Confirmation Number, Create Absence, Create Vacancy, Reconcile (125 in the past 30 days)
- Summary Card: 1 Unfilled
- Table Headers: Conf #, Name, School, Reason, Shift, Created

Total  
Absences  
for Date

Total  
Unfilled  
Absences  
for Date

Total  
Filled  
Absences  
for Date

# Aesop Dashboard

Summary for: 07/01/2016 < Today >  Absences  Vacancies

All Schools Schools All Employee Type(s) Employee Types

Total 15 Unfilled 1 [100.0%] Filled 0 [0%] No Sub Required 14

JUL 1 DAILY REPORT

Quick Actions

Confirmation Number Search

Create Absence Create Vacancy

Reconcile 125 in the past 30 days


**1 Unfilled**

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

Details about Unfilled Assignments are listed at the bottom of the Dashboard


# The Daily Report

# The Daily Report

Summary for: 07/01/2016  < Today >  Absences  Vacancies

All Schools Schools All Employee Type(s) Employee Types

Total 15 Unfilled 1 [100.0%] Filled 0 [0%] No Sub Required 14

JUL 1 DAILY REPORT 

Quick Actions

Confirmation Number Search

Create Absence Create Vacancy

Reconcile 125 in the past 30 days

1 Unfilled

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

To access the Daily Report, click the Calendar icon

# The Daily Report

Click the Calendar or

Click the < > Arrows to Change the Date

The screenshot displays the 'ABSENCE REPORTS' interface. At the top right, there is a dropdown menu labeled 'Select a Report' with the value 'Change...'. Below this, the title reads 'Daily Report: Friday, July 1, 2016'. The main control area includes a 'Date:' field set to '07/01/2016' with a calendar icon, navigation arrows, and checkboxes for 'Absences' and 'Vacancies'. There are also 'View:' options and a help icon. Below these are filters for 'All Schools' (with a 'Schools' dropdown), 'All Employee Types' (with an 'Employee Types' dropdown), and a 'Group By' dropdown set to 'Employee Type'. A search bar and a 'Print' button are also visible. The 'Summary' section is expanded, showing a bar chart with a total of 14, a '0' for 'No Fill Needed', and a '1' for 'Unfilled'. To the right, the 'Totals' section shows 'Friday, July 1, 2016', 'Total: 15', and 'Fill Rate: 0%'. A legend titled 'Reading the Report:' defines the colors: grey for 'No Fill Needed', green for 'Filled', and yellow for 'Unfilled'.

Filter the Report by  
Location & Employee  
Type

# The Daily Report

Click Here to Print the Report



ABSENCE REPORTS Select a Report

Daily Report: Friday, July 1, 2016

Date:  < Today >  Absences  Vacancies View:  ?




All Schools  All Employee Types  Group By

**Summary**

14		
		
0		1
		

**Totals**  
Friday, July 1, 2016  
Total: **15**  
Fill Rate: **0%**

**Reading the Report:**

-  No Fill Needed
-  Filled
-  Unfilled

View a Summary of the Day's Absences Here

# The Daily Report

View Details of the Day's Absences Below

1 Unfilled						
Conf #	Name	School	Reason	Shift	Created	

0 Filled						
Conf #	Name	School	Reason	Shift	Substitute	Created

14 No Sub Required						
Conf #	Name	School	Reason	Shift	Created	

Click the Confirmation Number to go to the Absence Details Page

- More on Daily Report:  
[http://help1.frontlinek12.com/customer/portal/articles/1436906?b\\_id=2369](http://help1.frontlinek12.com/customer/portal/articles/1436906?b_id=2369)



# More Reports

# Reports

Absence	
Substitute Sign In	Absentee Report
Daily Report	Absence Feedback
Absence Monthly Summary	Day of Week Absence Analysis
Absence Call History	Absence Interactive
Employee	
Staff List	
Substitute	
Substitute Call History	Substitute Availability
Substitute History By Date	Excluded Substitutes
School	
School Call History	
Other	
Report Writer	

- A Variety of Reports are Available in Aesop
- You can also create your own custom report using the Report Writer



# Creating Absences for an Employee

# Creating Absences for an Employee

- In emergencies, you may need to create an absence for an employee so a substitute will be sent.

On the Dashboard,  
Click "Create  
Absence"

Summary for: 07/01/2016 < Today >

Roxbury Elementary School Schools All Employee Type(s) Employee Types

Total 0

Unfilled 0 [0%]

Filled 0 [0%]

No Sub Required 0

JUL 1 DAILY REPORT Print

Quick Actions

Confirmation Number Search ?

Create Absence

Reconcile 9 in the past 30 days

0 Unfilled

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

# Creating Absences for an Employee

1. Select Employee (sorted by last name)
  2. Fill out Details
    - Select Date(s), School, Absence Reason, and Time
    - Notes and Attachments
  3. Review and Confirm
  4. Create Absence
    - The absence has not been created until you receive the confirmation number.
- More on Creating an Absence:  
[http://help1.frontlinek12.com/customer/portal/articles/1439422?b\\_id=2369](http://help1.frontlinek12.com/customer/portal/articles/1439422?b_id=2369)

# Preferred Substitutes

# Preferred Substitutes

- Preferred Substitutes will see jobs at your school prior to other substitutes
- However, there is no guarantee that a preferred substitute will be assigned to the job
- More on Preferred Substitutes:  
[http://help1.frontlinek12.com/customer/portal/articles/1460806?b\\_id=2369](http://help1.frontlinek12.com/customer/portal/articles/1460806?b_id=2369)

# Preferred Substitutes List

- Settings Tab → Preferred Substitutes

General Information | Time Settings | **Preferred Substitutes** | Excluded Substitutes | Shared Files

Preferred Substitutes

DEFAULTS

**Calling Sequence**

Use Call Order  
 Use Random Order

**Job Visibility**

95 % Lead Time    **Min:** 24 Hrs 0 Mins  
Visibility Calculator    **Max:** 60 Days 0 Hrs

[+ Add Substitute\(s\)](#)

Name	% Lead Time	Min Visibility		Max Visibility		Comments	Select	Action
		HRS	MINS	DAYS	HRS			

**Click "Add Substitute(s)" Button to  
add Substitutes to your school's  
Preferred Substitutes List**



# Excluded Substitutes

# Excluded Substitutes

- Excluded Substitutes will not see jobs at your school
- To add a Substitute to the Excluded Substitutes list, please e-mail Pat Cunningham

# Building Shared Files

# Building Shared Files

- You have the ability to upload files that will be sent to all substitutes who accept a job at your school
- Examples:
  - Parking Instructions
  - Special Information re: an event
- Settings → Shared Files
  - Upload File
  - Enter a Description
  - Set Dates for the File to be Active

# Next Steps

1. Verify your School's General Information.
2. Verify your Staff List.
3. Review your Preferred Substitutes List, and add Substitutes as needed
4. Upload Building Shared Files

# Verify General Information

- Settings Tab → General Information
  - Verify: Address and Phone are correct
- Settings Tab → Time Settings
  - Verify: Start Time and End Time are correct (for staff)
- If any information is incorrect, please notify Pat Cunningham

# Verify Staff List

- Reports Tab → Employee → Staff List
- Enter Filter Criteria
  - (uncheck “Vacancy Profiles” under Type)
- Click “Search” button
- If any employees are missing from the list, please notify Pat Cunningham

# Resources and Learning Center



# Resources and Learning Center

- Campus Admin Training (Interactive):  
[http://help1.frontlinek12.com/customer/portal/articles/2188435-campus-admin-training-interactive-?b\\_id=10972](http://help1.frontlinek12.com/customer/portal/articles/2188435-campus-admin-training-interactive-?b_id=10972)
- Aesop Learning Center:  
[http://help1.frontlinek12.com/?b\\_id=10570](http://help1.frontlinek12.com/?b_id=10570)

# SPS's Aesop Administrator

- Patricia Cunningham-Johnson, HRIS Assistant
  - PCunningham@StamfordCT.gov
  - (203) 977-4101
  - 6:30 A.M. – 3:30 P.M., Mon - Fri