

Managing Your Favorite Five Substitutes

Once you have added a number of substitutes to your [Preferred Substitutes list](#), you can select up to five to be your "Favorite Five."



The Favorite Five have more of an advantage when attempting to fill your absences.

Substitutes that are marked as favorites (and who are considered "qualified and available" at the time the absence is created) will be notified instantly by email when you create an absence that needs a substitute. The system will also call the Favorite Five subs during the next evening's call period, up to 120 nights before the absence.

Choosing Favorite Substitutes

To mark someone as a favorite, you will need to reference the "Preferred Substitutes" tab. This can be accessed via the "Account" option in your application's side navigation.

The screenshot shows the Absence Management application interface. The top navigation bar includes "Absence Management" and "Victoria County School District". The user is identified as "Amy Pond Employee". The side navigation menu is open, with the "Preferred Substitutes" tab selected. The main content area displays the "Preferred Substitutes List" with the following information:






Preferred Substitutes List

Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence. Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.

Buttons: Add Substitute(s), Remove Selected Substitute(s)

Order	Name	Select
<input type="checkbox"/>	Baker, Tom ★★★★★	<input type="checkbox"/>

Once opened, simply click the heart icon beside the substitute in question. The heart will turn red, indicating that this substitute has been added to your Favorite Five list.

Order	Name	Select
 1	Barker, Bob ★★★★★	<input type="checkbox"/>
	Baker, Tom ★★★★★	<input type="checkbox"/>
	Chan, Alice ★★★★☆	<input type="checkbox"/>
	Kenobi, Ben ★★★★★	<input type="checkbox"/>
	Pond, Melody ★★★★★	<input type="checkbox"/>

✓ ✕

 Add Substitute(s)
 Remove Selected Substitute(s)



The order of your Favorite Five subs determines the order in which the system will attempt to contact them when making calls.

With this in mind, you can drag a name up or down in the list (as shown below).

Order	Name	Select
1	Kenobi, Ben ★★★★★	<input type="checkbox"/>
4 	Pond, Melody ★★★★★	<input type="checkbox"/>
2	Baker, Tom ★★★★★	<input type="checkbox"/>
3	Barker, Bob ★★★★★	<input type="checkbox"/>
5	Chan, Alice ★★★★★	<input type="checkbox"/>

Once you are finished, click the **Check Mark** button to save your changes.

Order	Name	Select
1	Pond, Melody ★★★★★	<input type="checkbox"/>
3	Kenobi, Ben ★★★★★	<input type="checkbox"/>

Removing Substitutes from Favorites

To remove a substitute from your Favorite Five list, click the check box beside the substitute you want to remove. The **Remove Selected Substitute(s)** button will appear, and you can select it to remove the sub in question.



Order	Name	Select
1	Kenobi, Ben ★★★★★	<input type="checkbox"/>
2	Pond, Melody ★★★★★	<input type="checkbox"/>
3	Baker, Tom ★★★★★	<input checked="" type="checkbox"/>
4	Barker, Bob ★★★★★	<input type="checkbox"/>

That's it! Now you have your Favorite Five list set up and ready to go.