



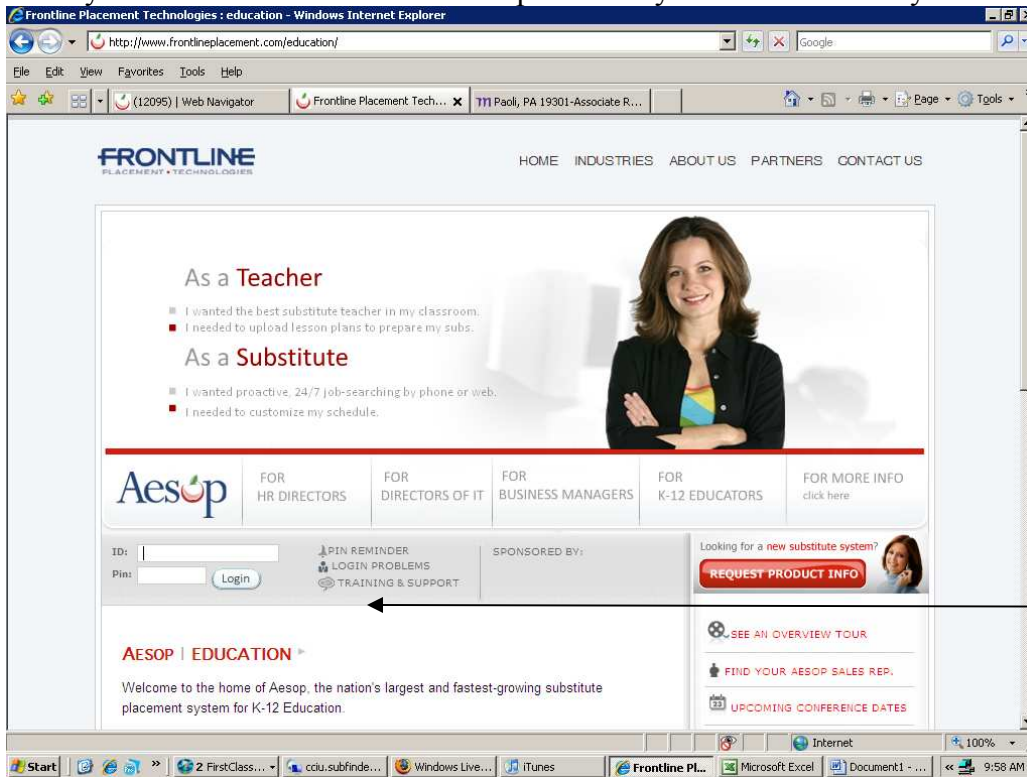
Instruction
Guide for
Teachers

AESOP Phone Number: 1.800.942.3767

AESOP Online: <http://www.aesoponline.com>

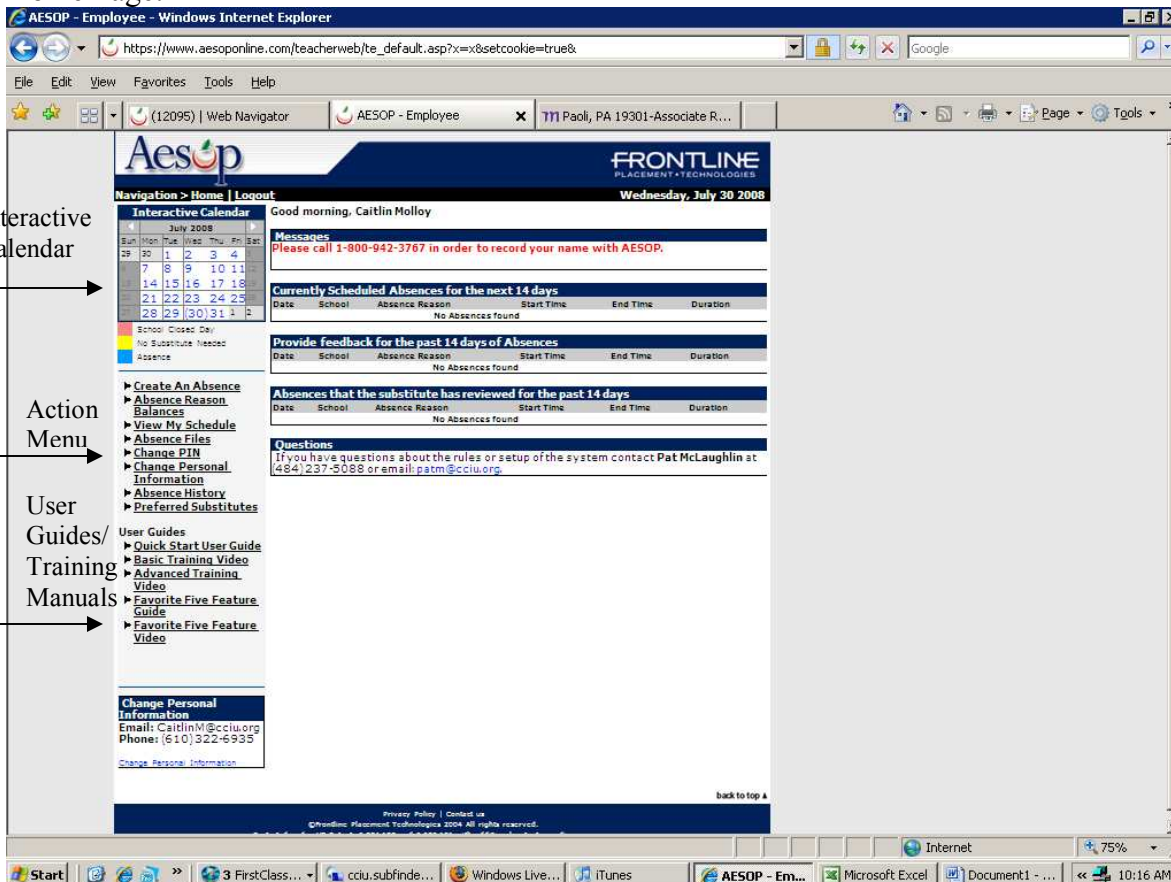
Log on to AESOP: <http://Aesoponline.com>

Enter your ID and Pin number that was provided by the Chester County Intermediate Unit:



Enter your ID and Pin Number Here

Home Page:



Interactive Calendar

Action Menu

User Guides/ Training Manuals

Employees can view their interactive calendar, enter absences, review personal history and personal information, change their pin number and review User training guides.

Entering an Absence:

Navigation > Home > Create Absence | Logout

Wednesday, July 30 2008

Creating an Absence: Molloy, Caitlin

Create Absence

Start Date	End Date	Absence Reason Type	Substitute Absence Type
7/31/2008	7/31/2008	Select an Absence Reason	Yes

Starting at: 6 AM : 30
Ending at: 2 PM : 30

Calendar: Sun, Mon, Tue, Wed, Thu, Fri, Sat

Date Range Capabilities ↑

Next > Cancel

Enter the start and end date of the absence, select an absence reason, select whether the absence needs a substitute and enter start/end time.

Employees now have the ability to put in recurring absences by entering the date range and selecting the days of the week when the absence will occur.

Navigation > Home > Modify Absence | Logout

Wednesday, July 30 2008

Creating an Absence: Molloy, Caitlin

Save Cancel

Date	Absence Reason	Absence Type	Delete
7/31/2008	Sick	Full Day	<input type="checkbox"/>

Starting at: 6 AM : 30
Ending at: 2 PM : 30

Notes to substitute:
(Maximum length is 256 characters.)

Notes to administrator (not viewable by Substitute):
(Maximum length is 256 characters.)

School Default Information
Default Start Time: 8:30 AM
Default End Time: 4:00 PM
Hours in a full day: 7.5 hours
Minimum Absence length: 1 hours
Maximum Absence length: 10 hours

Notes for substitutes or administrators

Save Cancel

Notes/Instructions can be left by the teacher for the substitute. Once the sub has accepted the position they will be able to review the instructions.

Employees can also leave notes for their supervisor/administrator regarding their absence.

Attaching a document to an absence:

Aesop FRONTLINE PLACEMENT TECHNOLOGIES
Navigation > Home > Modify Absence | Logout Wednesday, July 30 2008
[Return to Homepage](#)

Modify Absence [Create a new absence](#)

Confirmation#: 25613110
Employee: Caitlin Molloy
School: IU Education Services Center
Created on: Jul 30 2008 10:54:06 AM
Last Update: Jul 30 2008 10:54:06 AM
Status: UnFilled
Substitute Required: Yes
Employee Hours Per Day: 7.5

Attachments: [Upload New](#) [Edit](#)

Date	Absence Reason	Absence Type	Start - End
07/31/2008 Thursday	Sick	Full Day	6:30 AM-2:30 PM

Notes to substitute:
Please attached lesson plan.

Notes to administrator (not viewable by Substitute):
Will return on 8/1.

Click 'Upload New' to attach a document for the sub to review

back to top

Privacy Policy | Contact us
©Frontline Placement Technologies 2004 All rights reserved.
Protected under US Patents 6,334,133 and 6,675,151 with additional patents pending.

Teachers can now upload files to their absence. Word and PDF documents can be attached for a substitute to review.

These documents can be lesson plans so the substitute can prepare for their assignment, a special note about construction or parking, etc.