



Schedule

















Scheduled Jobs

To view a list of your currently scheduled jobs click the Scheduled Jobs tab on your home page. The tab will have a number in it indicating how many currently scheduled jobs you have at this time.

The screenshot shows the Aesop web interface. At the top is the Aesop logo. Below it are navigation tabs: Home, Available Jobs, History, and Preferences. The main area contains three calendar views for April 2012, May 2012, and June 2012. In the April calendar, the 5th is highlighted with a box, and the 19th is shaded. In the May calendar, the 10th, 11th, 14th, 15th, 16th, 17th, and 18th are shaded. Below the calendars are three tabs: Available Jobs (14), Scheduled Jobs (3) with a left-pointing arrow, and Past Jobs (4). Below the tabs is a table with columns for Date, Time, Duration, and Location. The first row of the table shows 'Gordon, Barbara'.

When you click this tab your scheduled job will be listed in the main window. The details of each job will be displayed including the name/title of the employee, the time of the absence,

the duration, and the location. Your confirmation number will also be listed here. The phone and map icons can be accessed on this page as well.

Available Jobs (14)		Scheduled Jobs (3)		Past Jobs (4)		Non Work Days (2)	
Date	Time	Duration	Location				
Hartline, Jordan  Report to: Main Office Conf #78177003							
Fri. 4/6/2012	8:00 AM - 3:00 PM	 Full Day	Jaspers Elementary School				
Barnes, Matt Science Teacher   Report to: Main Office Conf #78178632 							
Wed. 4/18/2012	7:45 AM - 4:45 PM	 Full Day	Dell Middle School				
Smith, Matt 3rd Grade Teacher   Report to: Main Office Conf #78176989 							
Mon. 4/30/2012	8:00 AM - 3:00 PM	 Full Day	Sawyer Elementary School				

Email the Employee

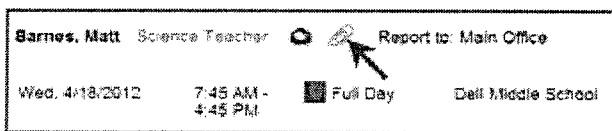
If you have been given the permission in Aesop to email employees you may see a blue envelope icon in the job info.



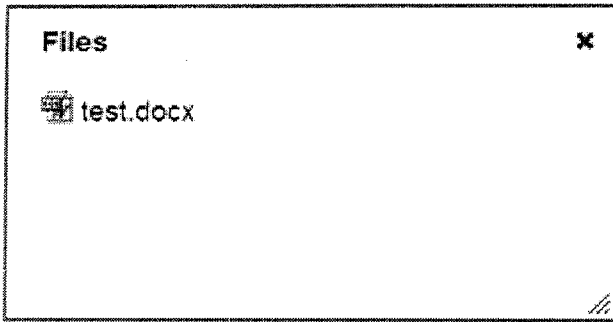
Clicking this icon will open up the email client on your computer with the employee's email address populated.

Attachments

If you see a paperclip icon in the job info that means there is an attachment, like a Word or Excel document, with this absence.

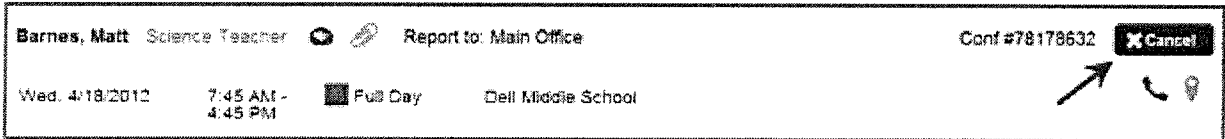


To view the attachment click the paperclip icon. This will open a pop-up on your screen with the attachment or attachments listed. Click the attachment you want to view to open it up.

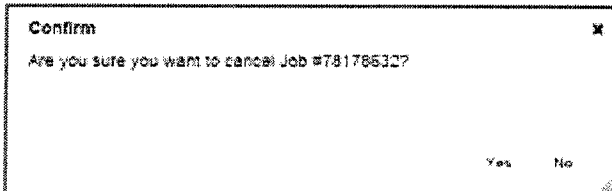


Canceling a Job

Depending on the permissions given to you in Aesop, you may be able to cancel a job after you have accepted it. Not all absences will have the option to cancel. An example of this would be if a job is too close to its start time Aesop may not allow you to cancel it. If you do have the ability to cancel a job you will see a red Cancel button.



When you click the Cancel button you will receive a pop-up asking you if you are sure you want to cancel the absence. Click Yes to confirm the cancel.



After you have cancel the absence you will see a pop-up letting you know the absence has been successfully cancelled. Dismiss the pop-up by clicking the x.

Another permission your district may have given you is the ability to cancel a single day of a multi-day absence. When looking at the job details you will see a **Cancel Job** button for any days that are eligible to be cancelled (typically you will only be allowed to cancel the upcoming day). Clicking this button will just cancel that day rather than the entire multi-day absence.

Jobs	3 Scheduled Jobs	2 Past Jobs	1 Non Work Days
Time	Duration	Location	
Science	Report to: Main Office	Conf #89423727	Hide Details Cancel
8:00 AM - 3:00 PM	Full Day	Vanderbilt High School	Cancel Job
8:00 AM - 3:00 PM	Full Day	Vanderbilt High School	
8:00 AM - 3:00 PM	Full Day	Vanderbilt High School	

After clicking **Cancel Job** you will be prompted with a warning that you are about to cancel a job for that day. Click **Yes** to confirm.

Confirm

Warning: By cancelling this job, you will be precluded from accepting other jobs on Sat. 12/1/2012 From 8:00 AM to 3:00 PM.

Are you sure you want to cancel Job #89423727?

Yes No

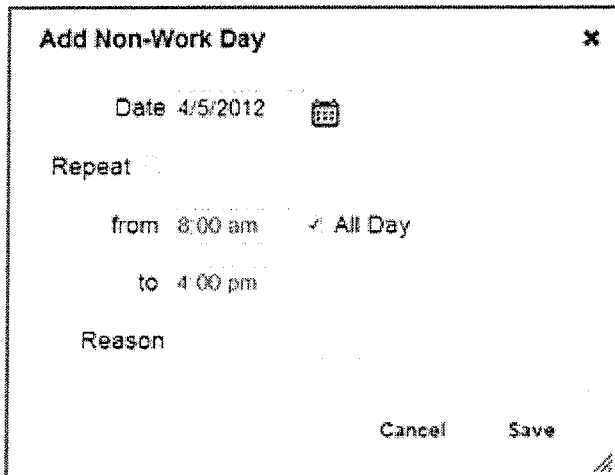
Non Work Days

If you have days or partial days that you are not able to substitute you can create Non Work Days so Aesop will not offer you jobs on those days. Click the Non Work Days tab to view your non work days and to create new ones. The tab will have a number on it indicating how many non work days you have scheduled.

Available Jobs (15)	Scheduled Jobs (2)	Past Jobs (4)	Non Work Days (2)
This list shows non-work days for the past 30 days. View more by clicking the History tab			
			Add Non-Work Day
Date	Time	Reason	
Thu. 3/29/2012	All Day		
Thu. 4/19/2012	All Day		Remove

To create a new non work day click the Add Non-Work Day button. This will bring up a window where you can enter your non work day info.

Single Non Work Day



The screenshot shows a dialog box titled "Add Non-Work Day" with a close button (X) in the top right corner. The "Date" field is set to "4/5/2012" with a calendar icon to its right. The "Repeat" section has a radio button selected for "Every day". The "from" field is "8:00 am" and the "to" field is "4:00 pm". The "All Day" checkbox is unchecked. The "Reason" field is empty. At the bottom, there are "Cancel" and "Save" buttons.

To create a single work day...

Date - Type the date into the box or use the calendar icon to select the date.

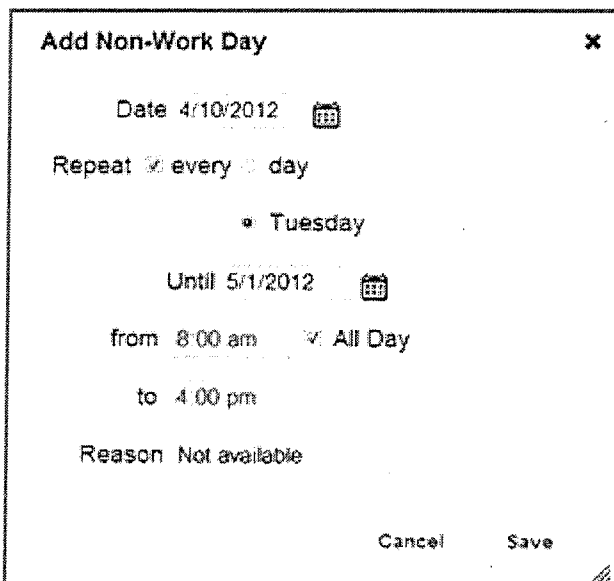
From/to - Enter the start and end times for when you can't work. You must uncheck the "All Day" box to edit the times.

Reason - Enter the reason for your non work day. This info is not required.

Click the **Save** button when you are ready to save the non work day.

Repeating Non Work Day

You can also create a non work day that will repeat. For example, maybe you can't work on Tuesdays for the entire month.



The screenshot shows a dialog box titled "Add Non-Work Day" with a close button (X) in the top right corner. The "Date" field is set to "4/10/2012" with a calendar icon to its right. The "Repeat" section has a radio button selected for "every day" and a radio button selected for "Tuesday". The "Until" field is set to "5/1/2012" with a calendar icon to its right. The "from" field is "8:00 am" and the "to" field is "4:00 pm". The "All Day" checkbox is unchecked. The "Reason" field is set to "Not available". At the bottom, there are "Cancel" and "Save" buttons.

When creating the non work day, click the check box for Repeat.
Then mark the circle for Tuesday.
Put in the end date you want this to repeat until.

Click the Save button to save the repeating non work day.

Removing a Non Work Day

In your Non Work Days tab you will see a Remove button for any non work days that are still in the future. Click the remove button for the specific non work day you want to remove.

Date	Time	Reason	
Thu. 3/29/2012	All Day		
Thu. 4/5/2012	All Day	Doctors Appointment	
Tue. 4/10/2012	All Day	Not available	→ <input type="button" value="X Remove"/>
Tue. 4/17/2012	All Day	Not available	<input type="button" value="X Remove"/>
Tue. 4/24/2012	All Day	Not available	<input type="button" value="X Remove"/>
Tue. 5/1/2012	All Day	Not available	<input type="button" value="X Remove"/>

You will receive a confirmation pop-up. Click Yes to confirm.

