



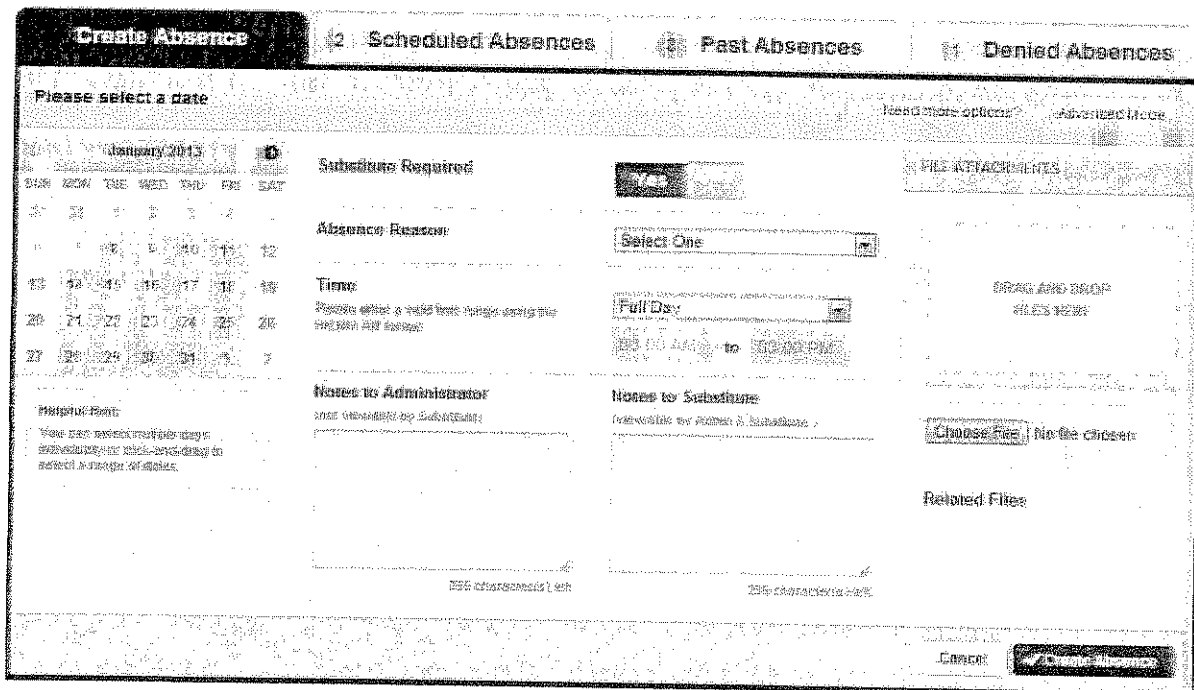
## Absence Creation

**Note:** Absence creation may look slightly different on your website depending on your district's settings

There are many things you can do and see on your Aesop website, but as an employee one of the most important things is the ability to create an absence. We have made it easy for you to do this right from your Home Page.

### Basic Absence Creation

To start the absence creation process scroll down to the Create Absence tab on the Home Page.



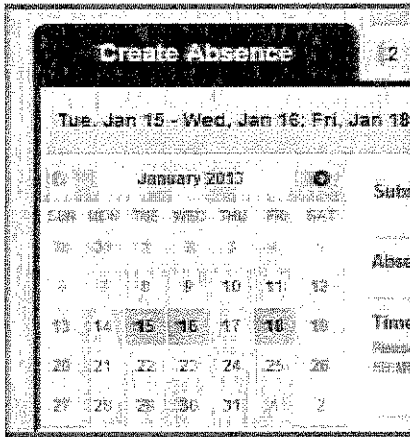
Most absence scenarios can be created right here from the home page.

### Choose the Date/Dates

When selecting your absence date simply click on the single day and it will be highlighted in blue.



You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive.



#### Helpful Hint:

You can select multiple days individually or click-and-drag to select a range of dates.

### Absence Details

The next step is to fill in some details.

The screenshot shows a form with the following sections:

- Substitute Required:** A toggle switch currently set to "Yes".
- Absence Reason:** A dropdown menu currently showing "Select One".
- Time:** A dropdown menu currently showing "Full Day". Below it, a time range is displayed as "08:00 AM to 03:00 PM".
- Notes to Administrator:** A text area with a character count of "255 character(s) left".
- Notes to Substitute:** A text area with a character count of "255 character(s) left".

**Substitute Required** - This option may already be predetermined for you but you may have the option to choose if a sub is required or not. To change the option from "Yes" to "No" just click to move the slider.



**Absence Reason** - Choose your absence reason from the dropdown list.

The screenshot shows the "Absence Reason" dropdown menu open. The options listed are:

- Select One
- Select One
- Bereavement>Immediate Family
- Bereavement>Non Immediate Family
- Illness>Family Illness
- Illness>Personal Illness
- Military Leave
- Professional Day
- Unexcused Absence

**Time** - Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well.

The screenshot shows the "Time" dropdown menu open. The options listed are:

- Full Day
- Half Day
- Half Day AM
- Half Day PM
- Custom

If you do need to enter custom times, choose "Custom" from the dropdown and then enter the custom times in the boxes provided.

**Time**  
Please enter a valid time range using the MM/DD/YYYY AM/PM format

Custom

08:00 AM to 04:00 PM

### Optional Details

There are a couple of optional things you can do as well before saving the absence.

**Notes** - You have the ability to leave notes for your administrator and for the sub who will be filling in for you. The notes you leave for the administrator **will not** be visible by the sub. The notes you leave for the sub **will** be visible to the administrator.

**Notes to Administrator**  
(not viewable by Substitute)

**Notes to Substitute**  
(viewable by Admin & Substitute)

Please don't forget to feed the hamster.

255 character(s) left      214 character(s) left

**Attach a File** - Aesop gives you the ability to attach files to your absence for your substitute to see. You can attach Word, Excel, and PDF files.

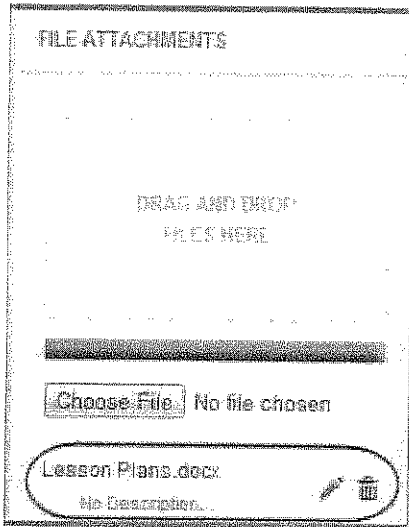
FILE ATTACHMENTS

DRAG AND DROP  
FILE HERE

Choose File No file chosen

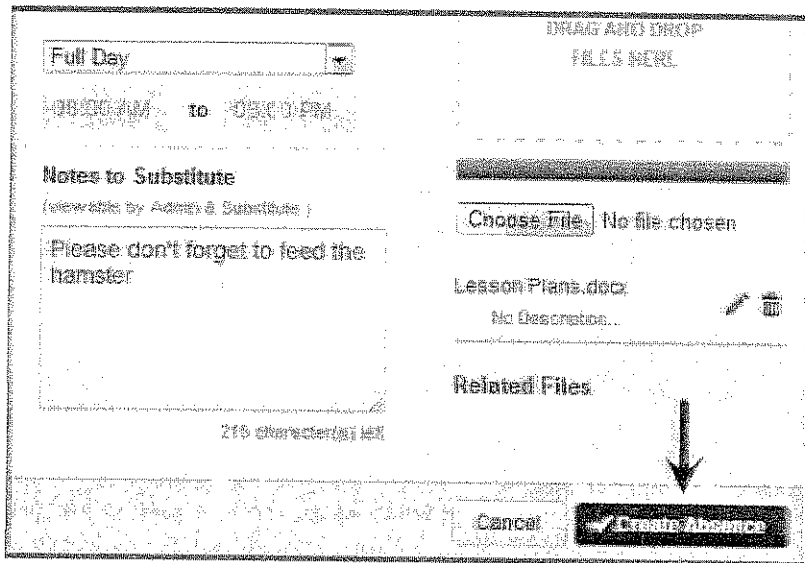
To attach a file click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari you may also be able to just drag the file right into the drop area you see in the picture above.

Once you have added a file you will see the name of the file in the File Attachments area. To delete the file use the trash can icon.



### Saving the Absence

Once you have filled in all the required fields click the **Create Absence** button at the bottom right corner.



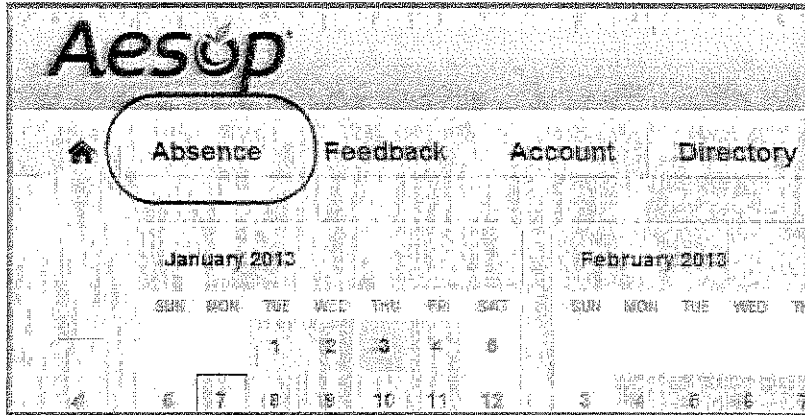
Once the absence is saved you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the Scheduled Absences tab.



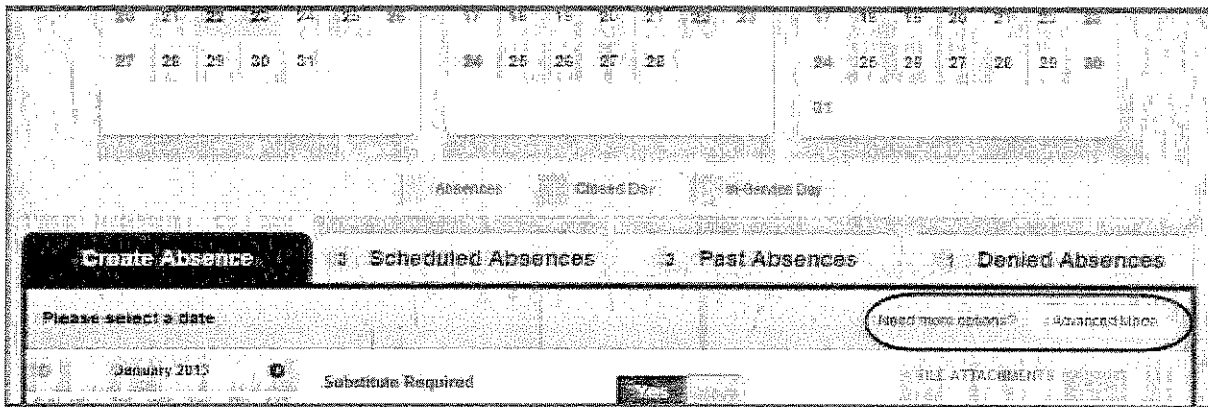
## Advanced Mode

There may be times when you need to create an absence that is a little more complicated. For example, you need to use a personal day for day 1 of the absence but an illness day for day 2 of the absence. For situations like this you can use the **Advanced Mode** of absence creation.

To access the Advanced Mode you can click the Absence Tab in the Main Tabs...



...or you can click the Advanced Mode button found under the Create Absence tab. Both take you to the same place.



Advanced mode is basically the same as the normal absence creation except for one major difference, and that is the ability to add Variations. What is a Variation? Well, let's walk through it.

Let's say you are creating an absence like the one we described above, a different absence reason on each of two days. While in Advanced Mode, fill out the top section like you were creating an absence just for the first day.

Once you have done that click the button + **Add New Variation**.

Mon, Feb 25

February 2013

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

Absence Reason: Illness > Personal Illness

Time: Full Day

08:00 AM to 03:00 PM

+ Add New Variation

This will expand the absence creation area with a new section called "Variation #2". In this new area you would enter the information for the second day of the absence. This allows you to use one absence reason for the first day and a completely different absence reason for the second day.

Cancel

Variation #1 - Mon, Feb 25

February 2013

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

Absence Reason: Illness > Personal Illness

Time: Full Day

08:00 AM to 03:00 PM

+ Add New Variation

Variation #2 - Tue, Feb 26

February 2013

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

Absence Reason: Personal Day

Time: Full Day

08:00 AM to 03:00 PM

+ Add New Variation

Delete This Variation

See the image below for another example of how Advance Mode could be used. In this example you have a five-day absence where Mon, Wed, Fri are Half Day AM and Tue, Thur are Half Day PM.

Variation #1 - Mon, Feb 25; Wed, Feb 27; Fri, Mar 1

March 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

+ Add New Variation

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Variation #2 - Tue, Feb 26; Thu, Feb 28

February 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

+ Add New Variation Delete This Variation

**Absence Reason**

**Time**  to

Please enter a valid time range using the H:MM:AM format.

You can add as many Variations as you want to create the absence the way you need it. Once you have finished adding Variations you can also add notes and attachments. When you are ready to save the absence click the Create Absence button.