

**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.

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.

Date	Time	Duration	Location	Employee	Report to	Confirmation Number	Actions
Fri, 4/6/2012	8:00 AM - 3:00 PM	Full Day	Jaspers Elementary School	Hartline, Jordan	Main Office	Conf #78177003	Phone, Map
Wed, 4/18/2012	7:45 AM - 4:45 PM	Full Day	Dell Middle School	Barnes, Matt Science Teacher	Main Office	Conf #78178632	Phone, Map, Cancel
Mon, 4/30/2012	8:00 AM - 3:00 PM	Full Day	Sawyer Elementary School	Smith, Matt 3rd Grade Teacher	Main Office	Conf #78176969	Phone, Map, Cancel

## Cancelling a Job

You can cancel a job after you have accepted. Not all absences will have the option to cancel. If you worked one day and it is a multi-day assignment, you WILL NOT be able to cancel it. Also, 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.

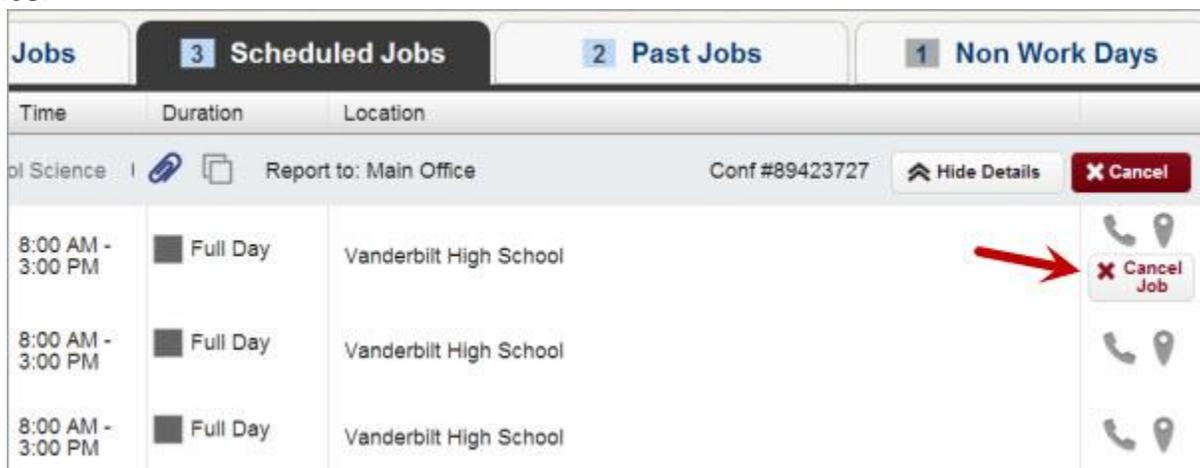


When you click the Cancel button you will receive a pop-up asking you if you are sure you want to cancel the absence. Click Yes to confirm the cancel.

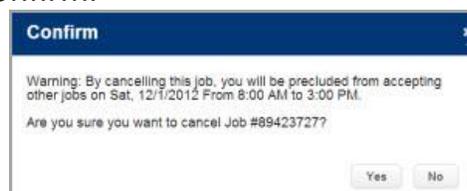


After you have canceled the absence, you will see a pop-up letting you know the absence has been successfully cancelled. Dismiss the pop-up by clicking the x.

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.

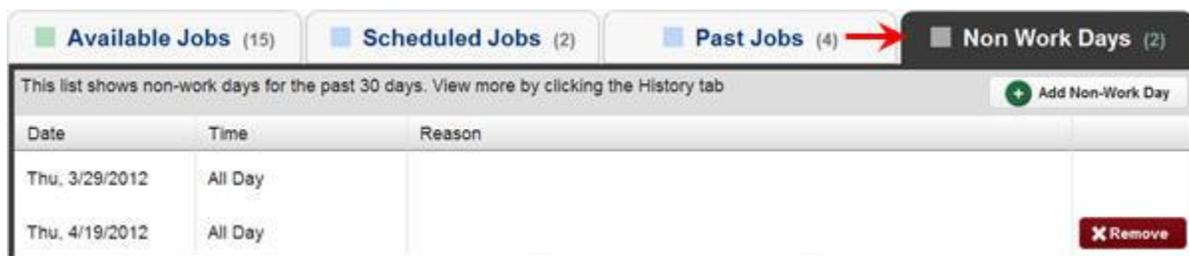


After clicking **Cancel Job** you will be prompted with a warning that you are about to cancel a job for that day. Click **Yes** to confirm.



## 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.



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

**Add Non-Work Day** [X]

Date: 4/5/2012 [Calendar Icon]

Repeat:

from: 8:00 am [All Day checked] to: 4:00 pm

Reason: [Text Box]

Cancel Save

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.

**Add Non-Work Day**
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Date

Repeat  every  day

Tuesday

Until

from   All Day

to

Reason

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.

<span style="background-color: #e0e0e0; padding: 2px;">Available Jobs (15)</span> <span style="background-color: #e0e0e0; padding: 2px; margin-left: 5px;">Scheduled Jobs (2)</span> <span style="background-color: #e0e0e0; padding: 2px; margin-left: 5px;">Past Jobs (4)</span> <span style="background-color: #333; color: white; padding: 2px; margin-left: 5px;">Non Work Days (6)</span>			
This list shows non-work days for the past 30 days. View more by clicking the History tab <span style="float: right;">+ Add Non-Work Day</span>			
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	<span style="color: red; font-weight: bold;">➔</span> <input type="button" value="✕ Remove"/>
Tue, 4/17/2012	All Day	Not available	<input type="button" value="✕ Remove"/>
Tue, 4/24/2012	All Day	Not available	<input type="button" value="✕ Remove"/>
Tue, 5/1/2012	All Day	Not available	<input type="button" value="✕ Remove"/>

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

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Remove Nonworkday

## 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.

