



Web Navigator User Manual

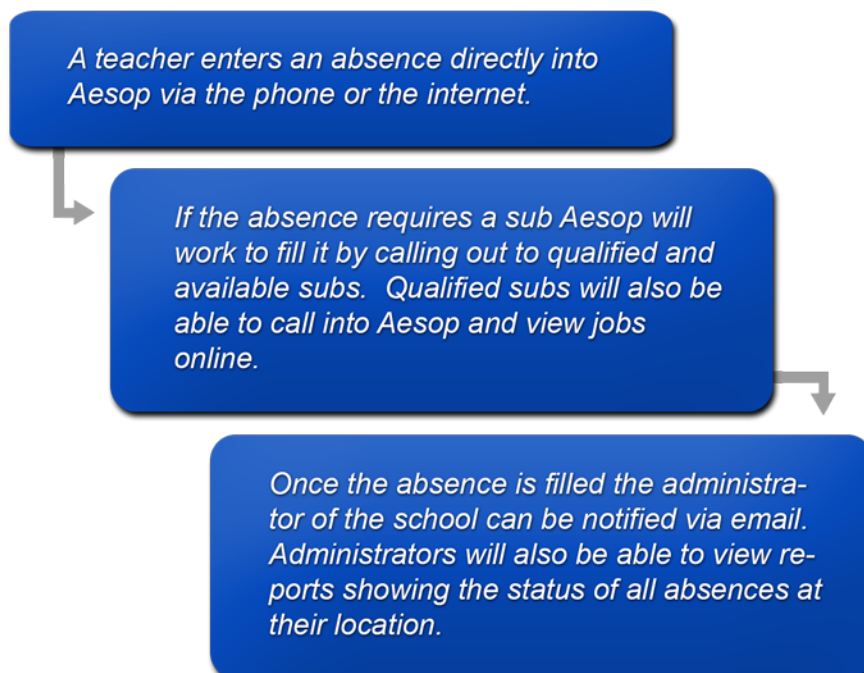
Introduction to Aesop

Overview

- Aesop is an automated placement service that takes the tedious work out of finding substitutes to fill your classrooms.
- In a manual world substitutes are placed by someone contacting and asking them if they a job – a 100% **outbound** process.
- In an Aesop automated world, jobs can be filled in a variety of ways. Aesop incorporates both an **outbound** and an **inbound** process.
- Real time reporting is available to administrators 24/7.
- Administrators can manually intervene if desired or necessary.

How Aesop Works

Here is the typical process of how Aesop works with an absence.



How Aesop is Used

There are four types of Aesop users, each one accessing the system for different reasons.

Employees – They will be able to create absences in Aesop using either the phone or the internet. Employees will also be able to view their Absence Reason Balances, view their schedule, leave feedback, and create a list of preferred substitutes (some of these are optional features). Training materials are also available to them online.

Substitutes – They will be able to search for jobs 24/7 online and by calling into Aesop. They will also receive calls from Aesop when jobs are available. Substitutes will be able to view their schedule, create non-work days, leave feedback, set calling preferences, and set preferences of where they want to work (some of the are optional features). Training materials are also available to them online.

Principals/Secretaries – In Aesop these will be your **Campus Users**. They will be able to log into Aesop online and view all absences at their school location. They will also have access to a number of reports showing them valuable data in Aesop. Other functions such as absence approval and preferred substitutes will be available to them online as well.

District Office – The district level users will have the ability to configure Aesop to work best for their district's specific needs. They will have the ability to add new employees and substitutes, and configure things in Aesop such as Skill Matching and Absence Approval. Numerous reports are available to them as well as a report creating program called Report Writer. These users will also be the ones to contact Aesop Client Services when help is needed.

Employees, substitutes and Campus Users access Aesop online by going to the web address **www.frontlinek12.com/aesop**

The district office users will access the Web Navigator by going to the web address **www.frontlinek12.com/navigator**