



Automated Substitute Placement & Absence Management
Selected by more districts than all other systems combined

Campus User Mobile Web User Guide

Mobile Website Login

In order to access the Aesop mobile website, type the following address in your mobile phone's web browser: m.aesoponline.com. To use the mobile site you must have a Campus User or an Org User login.

Note: Some images in this document may vary from your mobile device depending on the device and web browser you are using.

The image shows a screenshot of the Aesop mobile website's login page. The browser address bar shows 'http://m.aesoponline.com'. The page features the Aesop logo at the top left. Below the logo are two input fields: 'Id' and 'Pin'. A 'Remember me' checkbox is checked. A 'Login' button is positioned below the input fields. At the bottom of the page, there are two links: 'Go to Full Site' and 'Mobile Tips'. A copyright notice '© Frontline Technologies, Inc. 2011' is visible at the bottom of the page content. Five callout boxes with blue arrows point to specific elements: 'Enter your Aesop ID and PIN' points to the Id field; 'Remember Me Feature keeps you logged into Aesop for 30 days.' points to the Remember me checkbox; 'Go to Full Site' points to the 'Go to Full Site' link; 'Mobile Tips' points to the 'Mobile Tips' link; and another 'Go to Full Site' callout points to the 'Go to Full Site' link with a different description.

Enter your **Aesop ID and PIN**

Remember Me Feature keeps you logged into Aesop for **30 days**.

Go to Full Site
This link will take you to the full version of your Aesop website (not optimized for mobile phones).

Mobile Tips
Some tips on how to set up your phone to work correctly with Aesop mobile.

When you are ready to login click the **“Login”** button.

Home Page

Once you are logged into Aesop Mobile, You will be directed to the Home Page. The Home Page contains the following features:

The screenshot shows the Aesop mobile interface. At the top, there is a navigation bar with the Aesop logo, a 'Menu' button, and a 'Logout' button. Below this is the user's name 'Hal Jordan' and the title 'Campus User Mobile Web Home'. A date selector shows 'Absences for 10/21/2011' with a calendar icon and navigation arrows. The main content area displays three colored bars: a red bar for 'UnFilled' (1 of 4), a green bar for 'Filled' (3 of 4), and a blue bar for 'No Substitute Needed' (0 of 4). Below this is a search section titled 'Find Absence/Vacancy' with input fields for 'Name' (Smith) and 'Near' (10/20/2011), and a 'Search' button. At the bottom, there are two alert bars: a blue bar for 'Absences Needing Approval' (1) and a red bar for 'WebAlerts' (1).

Menu – Loads main menu options

Aesop Logo – You can click/touch the Aesop Logo to return to the Home Page

Daily Report – Click/Touch the color coded bars to view absence summary information

Logout – Logs you out of the Mobile website
****Note when you select the logout button, you will have to enter your login credentials the next time you access the mobile website**

Date Selector – You can click/touch the arrows to navigate to the previous or next day. You can select the Date field to bring up a calendar and change the date

Search Date – System will search for **Absences** 7 days +/- based on the today's date. You can change the date by clicking/touching the date in the "Near" textbox

Absence Search – Click/Touch the search box to enter complete or partial (at least three letters) of an Employee or Sub's first or last name

Web Alerts – Click/Touch the Web Alerts bar to view current web alerts

Approve Absences – Click/Touch the Approve Absence bar to view a list of absences that need approved for the next 30 days

Absence Actions

Based on your organizational and user permission profiles, you will have the ability to take the following actions on an absence: **Approve, Deny, Assign, Remove, Hold, or Cancel**. In order to take these actions, you will need to view the absence details by clicking/touching the **view button**.

Mobile Web Browser Navigation- You can use the mobile website Back Button to navigate to previously viewed pages

View Button – Click on View Button to see absence details and absence actions buttons

Employee	Start Date	Time	Confirm #
Delk, Tony Science Teacher Substitute: Baker, Tom	10/21/2011 Full Day	8:00 AM 3:00 PM	73186558 View
Foster, Jeff Substitute: Fender, Victoria	10/21/2011 Full Day	8:00 AM 3:00 PM	73186796 View
Shepherd, Jack Substitute:	10/21/2011 Full Day	8:00 AM 3:00 PM	73186876 View

Once you hit the **View** button you will be taken to the **Absence Details** page.

Actions – Use the drop-down box to choose the action you want. Hit the **Go** button to do the action

Absence Confirmation #

Absence Details – You can view the details of the absence here (employee/sub name, status, approval, date(s), location, type, start and end times, reason, create/modified timestamps, and notes)

Additional Details - You can click/touch the **More Arrow** to view Budget and Accounting Code information

Notes – Notes will appear at the bottom of the page

Employee	Status	Approval
Francis Key	Unfilled	Unapproved

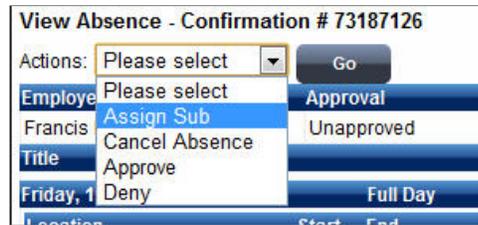
Title	Start	End
Friday, 10/21/2011		Full Day
Location	Start	End
Jaspers Elementary School	8:00 AM	3:00 PM
Substitute Report	Full Time: Day	8:00 AM - 3:00 PM
	Reason	Personal Day

Budget Code: Budget Code One
Pay Code: Not Applicable

Notes
Notes To Substitute:
 Lesson plans in top drawer
Notes To Administrator:
 This is a special ed class

Assign a Substitute

In order to search for and assign a substitute to an absence, you must select **Assign Sub** from the drop-down box and click **Go**.



Aesop mobile will automatically bring back substitutes that are qualified and available to fill the absence. You can further filter the list of substitutes and/or view subs that are not qualified and/or available.

Qualified and Available – De-select to view subs that are **NOT** qualified and available

Search – Click/Touch the Search box to enter the desired subs last name.

Assign Button – Click/Touch to assign desired sub

Phone Number – Click/Touch the phone number to call the substitute to ensure that they are available to work
****Note – Phone number may or may not be an active link. This capability is based on your mobile phone’s web browser**

Name	Phone	Assign
Bob Barker	555-686-5555	Assign
George Barrowman	555-555-6361	Assign
Alice Chan	555-555-6360	Assign
Julie Chen	555-555-6359	Assign
Wendy Clifford	555-555-6364	Assign

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View Non Qualified or Available Subs

If the substitute you are searching for is not showing up, they may not be qualified or available to fill the absence. You will need to **de-select the qualified and available checkbox**. The sub will appear, and you will be able to see if they are not available or not qualified to fill the absence. Depending on your permissions you may be able to override and assign them anyway.



Menu
Logout

Back

Assign Sub - Confirmation # 73187126

Search By Last Name:

Qualified And Available Substitutes

Name	Phone	
Dee Baker NA	555-555-6394	Assign
Tom Baker NQ	555-555-1138	
Bob Barker	555-686-5555	Assign
George Barrowman	555-555-6361	Assign
David Caughill NQ	100-000-0001	

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NA (Not Available) – means the substitute has a schedule conflict

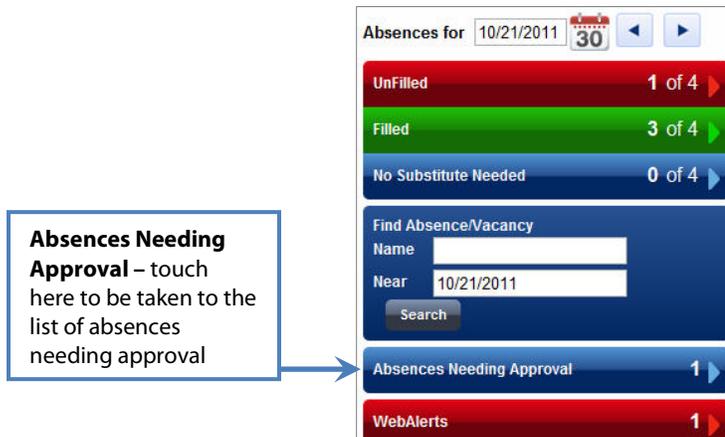
→

NQ (Not Qualified) – means the substitute does not have the required skills

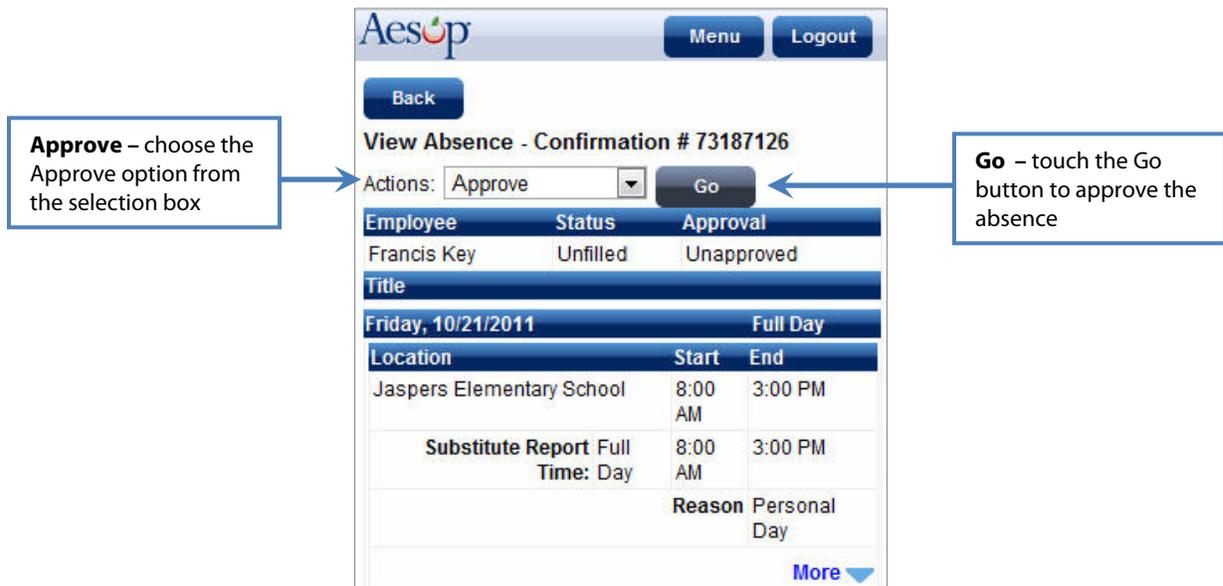
→

Approve Absences

You can access a list of all absences that need approved for the next 30 days by selecting the **Absences Needing Approval** bar displayed on the Home Page.



On this page hit the **View** button for the absence that you want to approve. This will bring you to the absence details page for this absence where you can choose the **Approve** option from the drop-down box. Once you choose Approve hit the **Go** button.



You will receive a pop up on your screen letting you know that the absence has been successfully approved.

Helpful Tips

There are steps that you can take to make using Aesop Mobile easy and convenient by taking advantage of some of the features of your mobile device. Please review the tips below:

Ensure that your device has JavaScript enabled.

iPhone users can enable Java Script by taking the following steps:

- Select the **Settings** icon from the home screen.
- Select the **Safari** option.
- Enable **JavaScript**.

Android users can enable JavaScript by taking the following steps:

- Select the **Menu** button.
- Select the **More** button.
- Select the **Settings** option.
- Verify the **Enable JavaScript** is checked.

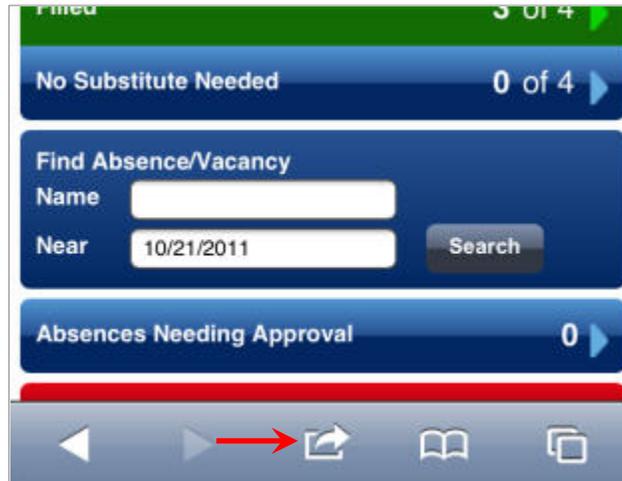
Blackberry users can enable JavaScript by taking the following steps:

- Select the **Blackberry** button.
- Select **Options**.
- Select **Browser Configuration**.
- Verify that **Support JavaScript** is checked.

Adding an Aesop Mobile Icon to Your iPhone Home Screen

iPhone users can bookmark the Aesop Mobile website and create an icon on their home screen for easy access to Aesop Mobile. To do this follow these steps.

- Launch **Safari** and navigate to m.aesoponline.com.
- Select the **Remember Me** option and login to the website.
- Touch the option menu at the bottom of the screen (see red arrow below).



- Select the **Add to Home Screen** option.



- Name the icon and then touch the **Add** button.



The Aesop Mobile icon will now appear on your home screen. You can select this icon the next time you want to login to the Aesop Mobile website.

Note: You can do a similar function with other devices such as Android or Blackberry, but the process varies per device. Please see the owner's manual for the device for instructions on how to add a website as an icon on the home screen.

Frequently Asked Questions

Is it an app? No – it's not a mobile app; it's a mobile-optimized website. That means you can access it from your internet browser, and you don't need to download anything from the Apple or Android store. Any customer with a mobile-optimized device (smartphone, iPad, tablet, etc.) can get to it.

Is the mobile site the same as the full site? Not completely – the mobile site includes *critical* features, including the daily report, cancel/hold/approve absences, search for absences, assign or remove substitutes, and view web alerts.

How do I get to it? You go to m.aesoponline.com in the browser on your mobile device. *Do not put www before the URL.* You do not need to download anything and it doesn't live as an app on your device's home screen.

Can teachers or subs use it? Currently, Aesop Mobile is for AAs, Organization/Central Office users, and Campus users (school principals and secretaries).