

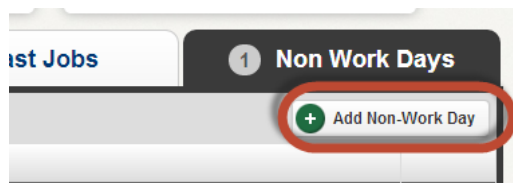
How to enter a “Non-Work Day” into AESOP

If you will be unavailable to sub you should mark yourself unavailable in AESOP. This means the system will see you as unavailable, you will not receive phone calls regarding jobs during that time, and it is documented why you are unavailable.

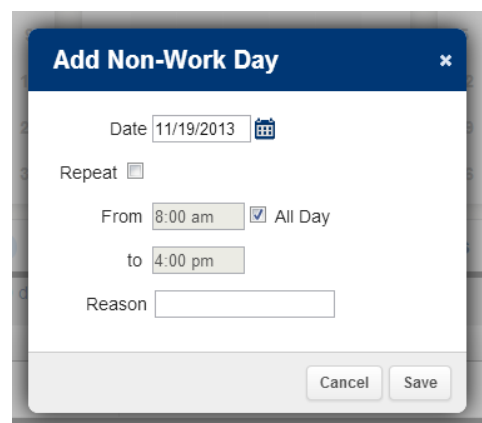
1. Log into AESOP, <http://www.frontlinek12.com/Products/Aesop.html>
2. Click the “Non Work Day” tab on your home screen.



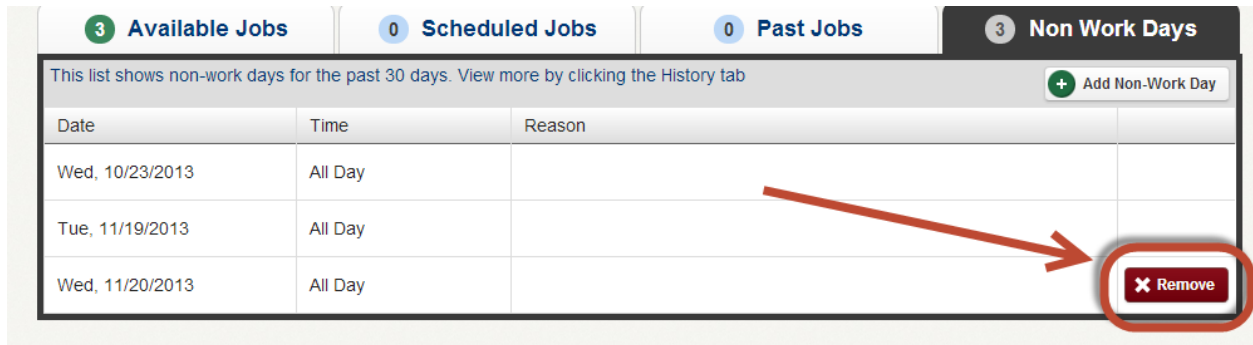
3. Click the “Add Non-Work Day” button.



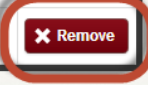
4. Enter the fields that pop up.
 - a. **Date** – enter the date you will be out or the start date of a range if you are using the repeat feature.
 - b. **Repeat** – check this box if you wish to set up a date range or a reoccurring event.
 - c. **Times** – enter the times you will be unavailable
 - d. **Reason** – enter the reason you will be unavailable
5. Click “save”. Then you are done. The system now sees you are unavailable during that time.

The screenshot shows the 'Add Non-Work Day' form. It has a blue header with the title and a close button. The form contains the following fields: 'Date' with a calendar icon and the value '11/19/2013'; 'Repeat' with an unchecked checkbox; 'From' with a time picker set to '8:00 am' and an 'All Day' checkbox checked; 'to' with a time picker set to '4:00 pm'; and 'Reason' with an empty text input field. At the bottom right are 'Cancel' and 'Save' buttons.

6. If plans change and you will be available you can delete a Non-Work Day by clicking the "Remove" button for that day or range.



The screenshot displays a user interface with four tabs: "Available Jobs" (3 items), "Scheduled Jobs" (0 items), "Past Jobs" (0 items), and "Non Work Days" (3 items). The "Non Work Days" tab is active, showing a table with the following data:

Date	Time	Reason	
Wed, 10/23/2013	All Day		
Tue, 11/19/2013	All Day		
Wed, 11/20/2013	All Day		

A red arrow points from the right side of the table to the "Remove" button, which is a red button with a white "X" icon and the text "Remove".