How to remove myself from one day in a multiple day job?

- 1. Log into AESOP at http://www.frontlinek12.com/Products/Aesop.html
- 2. Click "Scheduled Jobs"

-		20	27	28	29	30	31	_			
Available Jobs				bs	1 Scheduled Jobs				0	Past Jol	
Date					Time	_	_	_	Duration	Location	

3. Click "see details" on the multiple day job.

Available Jobs	1 Sched	uled Jobs	0 Past Jobs	188 Non Work Days
Date	Time	Duration	Location	
Crohare, Brandon Test User to: Main Office	- TEST ABSENCE 🛛 🟠	🗏 🔗 🕑 R	eport CONFIRMATI	ON #1556890 1
Tue, 1/20/2015 - Fri, 1/23/2015	8:00 AM - 3:00 PM	Full Day	Eugene Public Schools District 4J	S. ()

- 4. Click "cancel job" on the specific day you need to remove yourself from.
 - a. NOTE: you will only see the "cancel job" button 24 hours before that days job starts. In the below screen shot the "cancel jobs" button only shows from 8am on 01/20/15 through 7:59am on 01/21/15. If you know you will be out before the 24 hour window contact the school's secretary.

0 Available Jobs	1 Sched	uled Jobs	0 Past Jobs	188 Non Work Days
Date	Time	Duration	Location	
Crohare, Brandon Test User to: Main Office	- TEST ABSENCE 🛛 🧟	🗏 🕢 🕑 R	eport CONFIRMATIC	DN #155689081 Article Details
Tue, 1/20/2015	8:00 AM - 3:00 PM	Full Day	Eugene Public Schools District 4J	~ 9
Wed, 1/21/2015	8:00 AM - 3:00 PM	Full Day	Eugene Public Schools District 4J	× Cancel Job
Thu, 1/22/2015	8:00 AM - 3:00 PM	Full Day	Eugene Public Schools District 4J	~ 9
Fri, 1/23/2015	8:00 AM - 3:00 PM	Full Day	Eugene Public Schools District 4J	~ 9