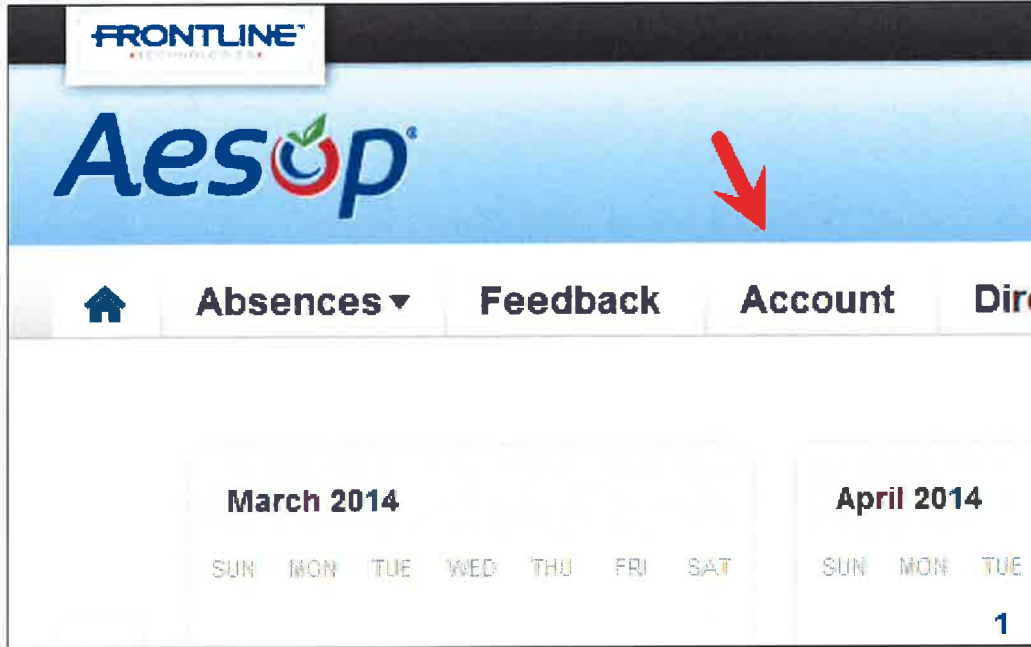


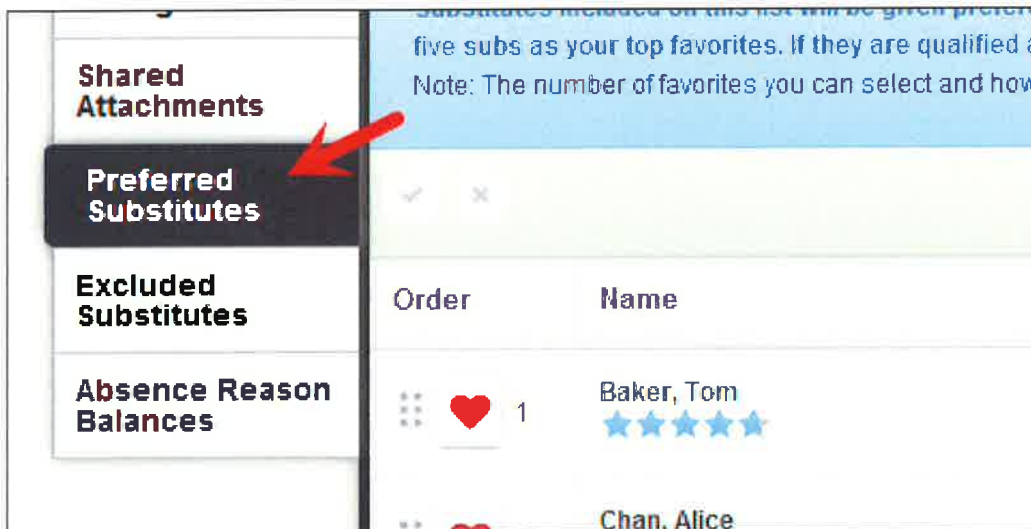
# Managing Your Preferred Substitutes List

Your district may have given you the ability to select a list of the substitutes you prefer to fill your absences. Aesop will attempt to contact these substitutes first when you create an absence.

To access the "Preferred Substitutes" page, click the **Account** tab on the home page.

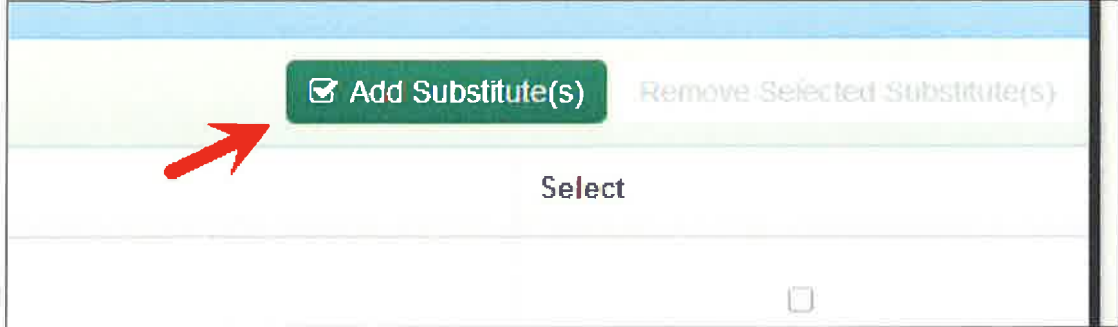


Now click on the **Preferred Substitutes** tab.



## Adding Substitutes

To add a substitute, click the **Add Substitute(s)** button.



This will open up the substitute selection page. Here, you can find the substitutes you want by searching by the substitute's last name, filtering by the first letter of the substitute's last name, or just browsing the list of substitutes.

Add Substitutes

Search:  [Back to Preferred Substitutes](#) [Add to Preferred Substitutes](#)

| Search by Letter | Select                              | Substitute Name           | SELECTED SUBSTITUTES                                   |
|------------------|-------------------------------------|---------------------------|--|
| A B C D E        | <input checked="" type="checkbox"/> | Baker, Dee<br>★★★★★       | Baker, Dee<br>★★★★★ <input type="button" value="x"/>   |
| F G H I J        | <input type="checkbox"/>            | Hudson, Ben<br>★★★★★      | Owens, Jaden<br>★★★★☆ <input type="button" value="x"/> |
| K L M N O        | <input type="checkbox"/>            | Owens, Jaden<br>★★★★☆     |  |
| P Q R S T        | <input type="checkbox"/>            | Wen, Julie<br>(No Rating) |  |
| U V W X Y        |                                     |                           |  |
| Z All            |                                     |                           |  |

[Back to Preferred Substitutes](#) [Add to Preferred Substitutes](#)

Select the substitute(s) that you would like to add to your Preferred Substitutes list by checking the box next to their names. Once you have finished selecting the substitutes, click the **Add to Preferred Substitutes** button. This will add the substitutes to your Preferred Substitutes list.

| Order | Name                  |
|-------|-----------------------|
| 1     | Baker, Tom<br>★★★★★   |
| 2     | Chan, Alice<br>★★★★☆  |
|       | Baker, Dee<br>★★★★★   |
|       | Owens, Jaden<br>★★★★☆ |

## Removing Substitutes

To remove a substitute from your Preferred Substitutes list, click the check box for the substitute you would like to remove. The **Remove Selected Substitute(s)** button will appear. Click that button.

| Order | Name                 | Select                              |
|-------|----------------------|-------------------------------------|
| 1     | Baker, Tom<br>★★★★★  | <input type="checkbox"/>            |
| 2     | Chan, Alice<br>★★★★☆ | <input type="checkbox"/>            |
|       | Baker, Dee<br>★★★★★  | <input checked="" type="checkbox"/> |
|       | Hudson, Ben          | <input type="checkbox"/>            |

The substitute will be removed from your Preferred Substitutes list.

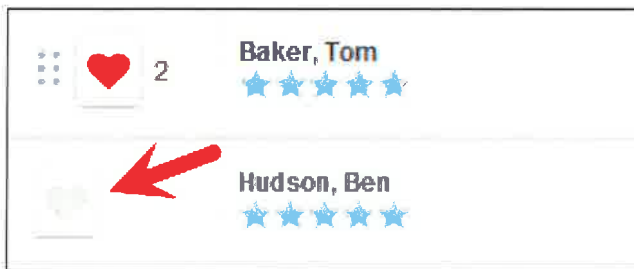
Learn how to choose your top [five favorite subs](#) on your Preferred Substitutes list [here](#).

# Managing Your Favorite Five Substitutes

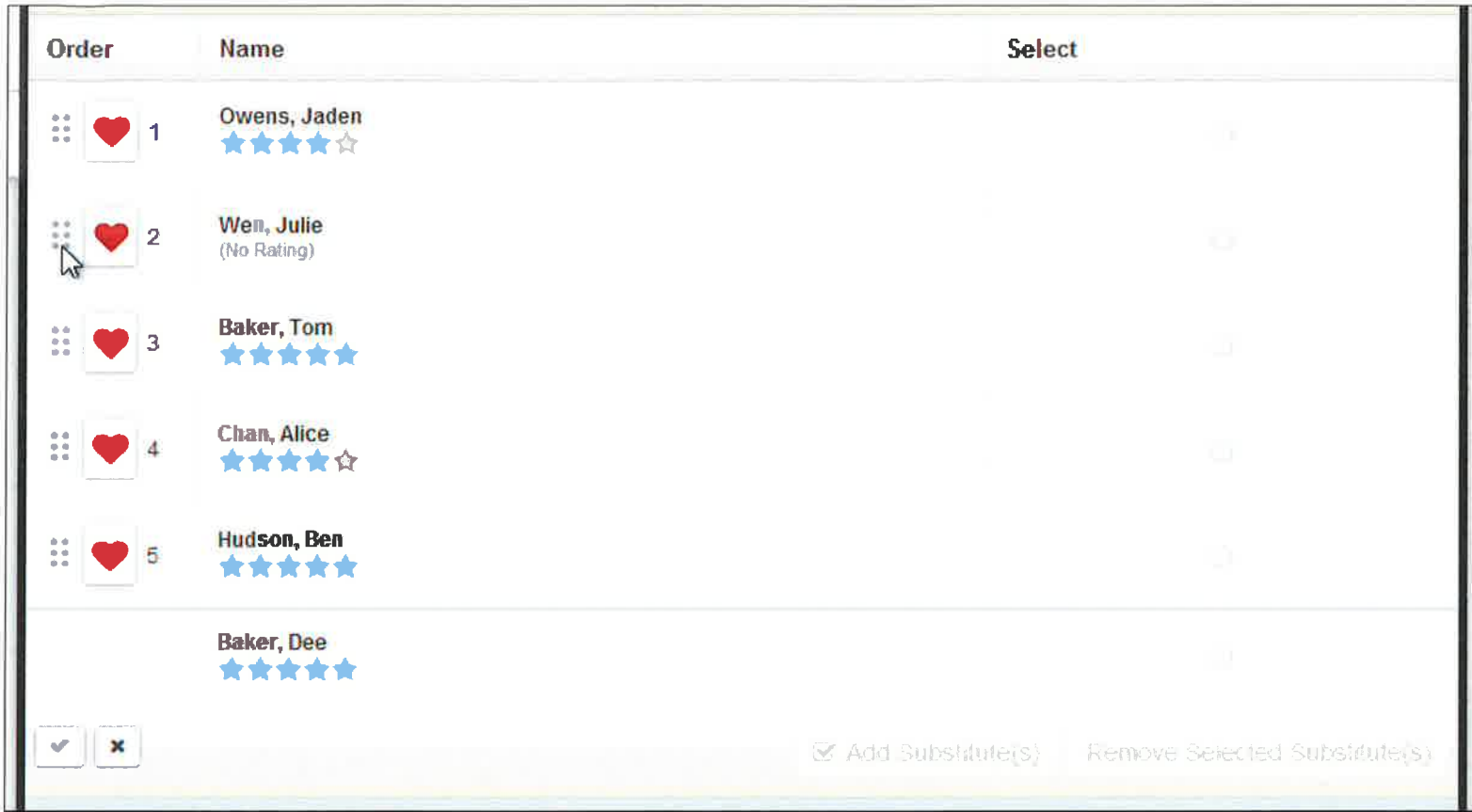
Once you have added a number of substitutes to your [Preferred Substitutes list](#), you can select up to five of them to be your "Favorite Five". The Favorite Five will get even more of an advantage when attempting to fill your absences. Substitutes that are marked as favorites, and who are considered "qualified and available" at the time the absence is created, will be notified instantly by email when you create an absence that needs a substitute. Also, Aesop will begin calling the Favorite Five subs during the next evening calling period up to 120 nights before the absence.

## Choosing Favorite Substitutes

To mark someone as a favorite, simply click the heart icon in their row in the preferred list. The heart will turn red, indicating that this substitute has been added to your Favorite Five list.

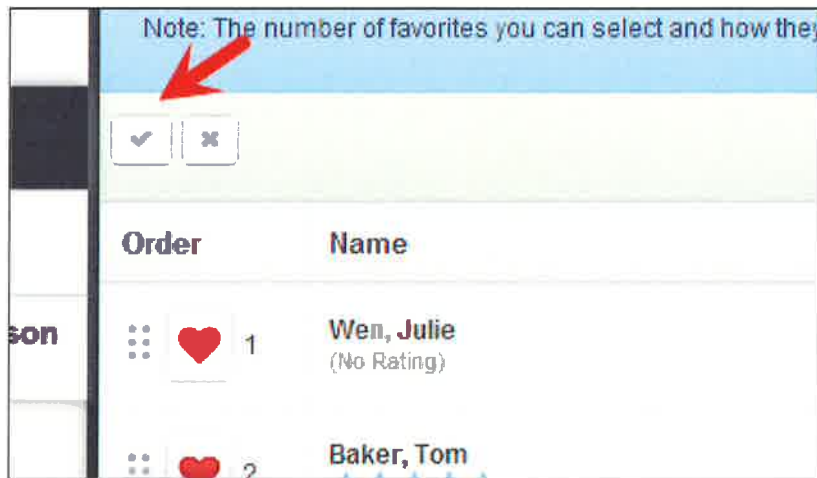


Once you have marked your favorites, you can order them by dragging them up or down in the order by grabbing the drag icon and dragging them into the position you want them (shown below).



Ordering your Favorite Five will determine in what order Aesop will attempt to contact them when making calls.

When you've finished re-ordering the substitutes to your liking, click the **Check Mark** button to save the changes.



## Removing Substitutes from Favorites

To remove a substitute from your Favorite Five list, click the check box for the substitute you would like to remove. The **Remove Selected Substitute(s)** button will appear. Click that button.

| Order | Name                             | Select                              |
|-------|----------------------------------|-------------------------------------|
| 1     | <b>Wen, Julie</b><br>(No Rating) | <input type="checkbox"/>            |
| 2     | <b>Baker, Tom</b><br>★★★★★       | <input checked="" type="checkbox"/> |

That's it! Now you have your Favorite Five list set up the way you want.