



# Your Favorite Five Instant Notification of Your Favorite Substitutes

# Employees

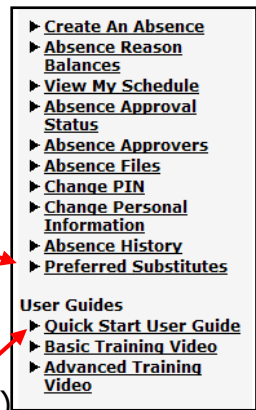
## Favorite Five is here!

You asked... we created. Aesop is bringing employees a brand new way to notify their favorite subs of an upcoming absence.

As of January 28, 2008, employees who have been given the ability to create a substitute preference list will now also be able to select five favorite substitutes to be notified instantly when an absence is entered.

### How can you start using this new feature?

1. Log in to your Aesop website.
2. Select **Preferred Substitutes** from the column of links on the left hand side of your screen.
3. Be sure to have already selected substitutes to be on your preference list. (If you have not yet added substitutes to this list, be sure to do so. Instructions are on page 10 of your Quick Start User Guide. The preference lists will function as it has in the past.)



4. Select the **Edit** button
5. Choose your favorite five substitutes to be notified by clicking on the radio buttons below the column rank you wish to give them. Shortly after you enter an absence, all five of your favorite substitutes will receive an email about the job (if they have an email address in the system). They will also receive a phone call offering them your absence during the first available evening call period.

Use the radio buttons below to select your "Favorite Five" substitutes. Pending availability, these substitutes will receive instant notification of your absences by email and/or phone. You may select up to 5 favorite substitutes at any time.

On List	Substitute	Exclude	Include	1	2	3	4	5
<input checked="" type="checkbox"/>	Aesop, Allen	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Berg, Jim	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Hammerhead, Kent	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Tryer, Denise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	White, Colin	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Note:** The first five substitutes on your preference list will automatically be added as your favorite five. If your substitutes are in random order, follow the listed steps to change your favorite five. If you have selected to use a call order, your favorite five substitutes will always be substitutes 1-5.

6. Be sure to select **Apply Changes**
7. Smile! You now know that Aesop is contacting your Favorite Five!