## AESOP Tutorial for Secretaries
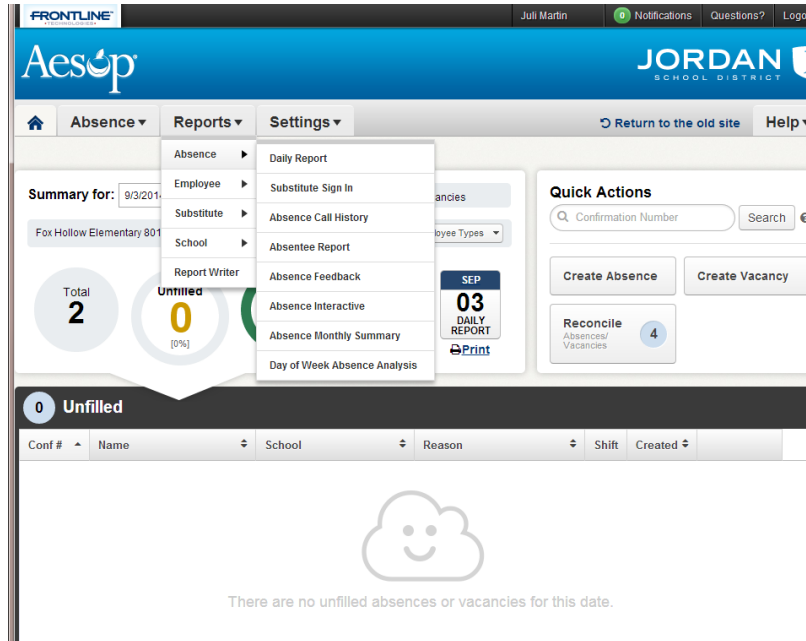
1. The absence tab will allow you to create absences and vacancies.



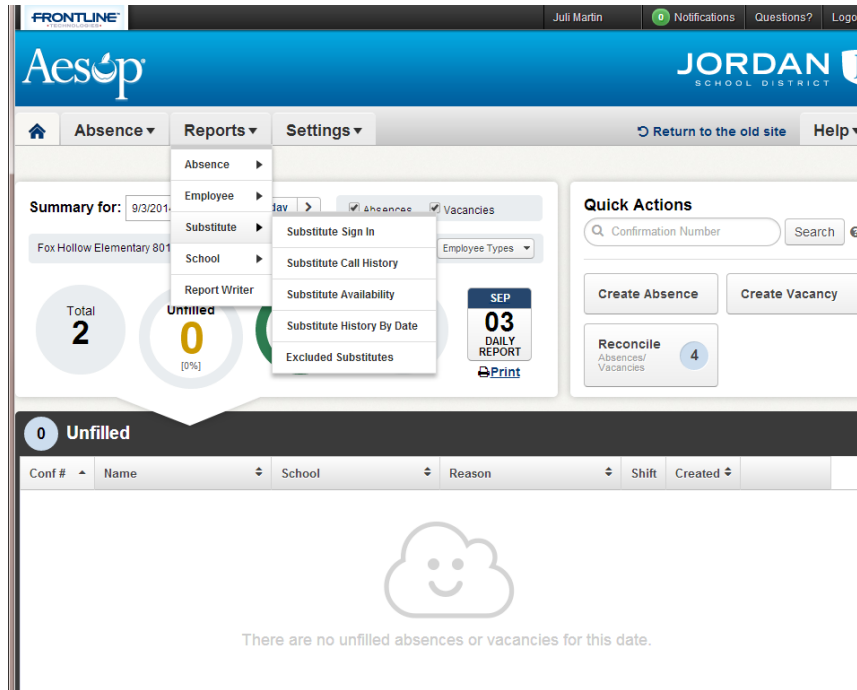2. The reports tab will allow you to run any reports such as monthly absences, call history, etc.

3. Absence option will give you a daily report, substitute sign in sheet, and any other summaries for your location.
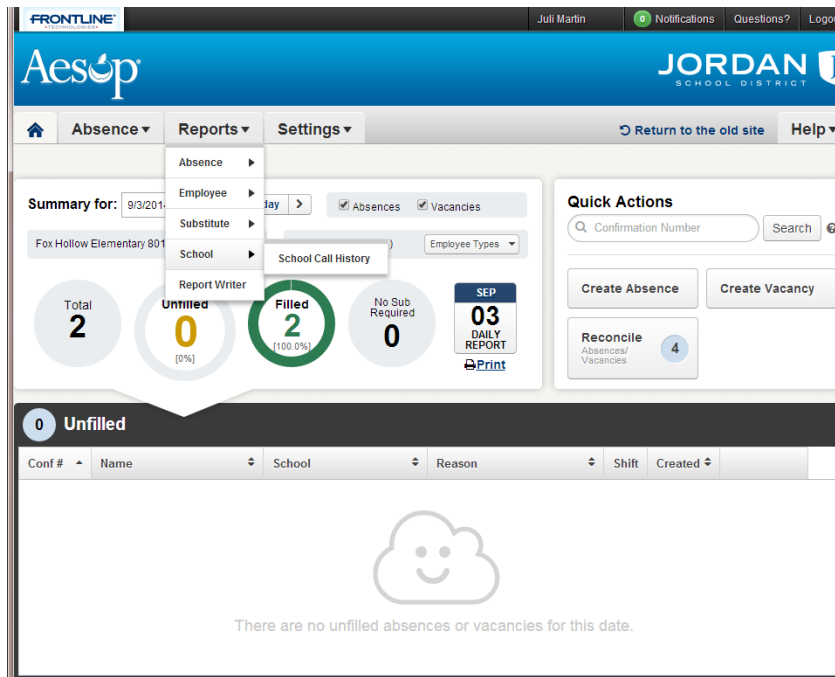


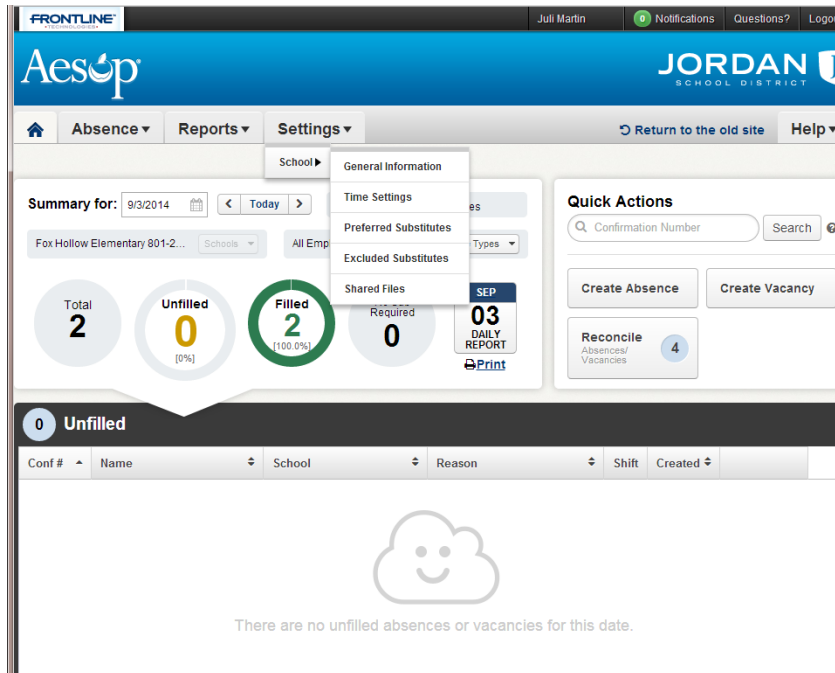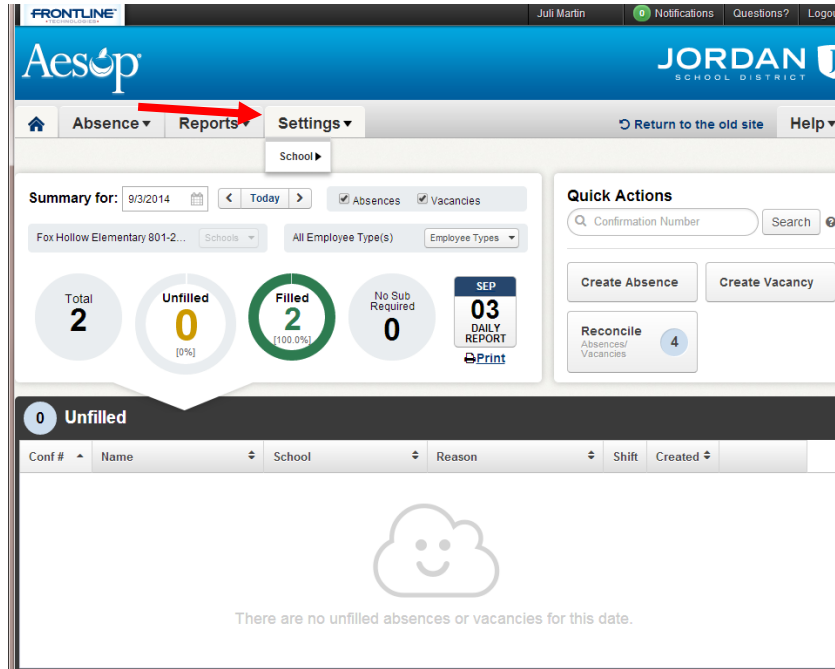4. Employee will let you view your staff list
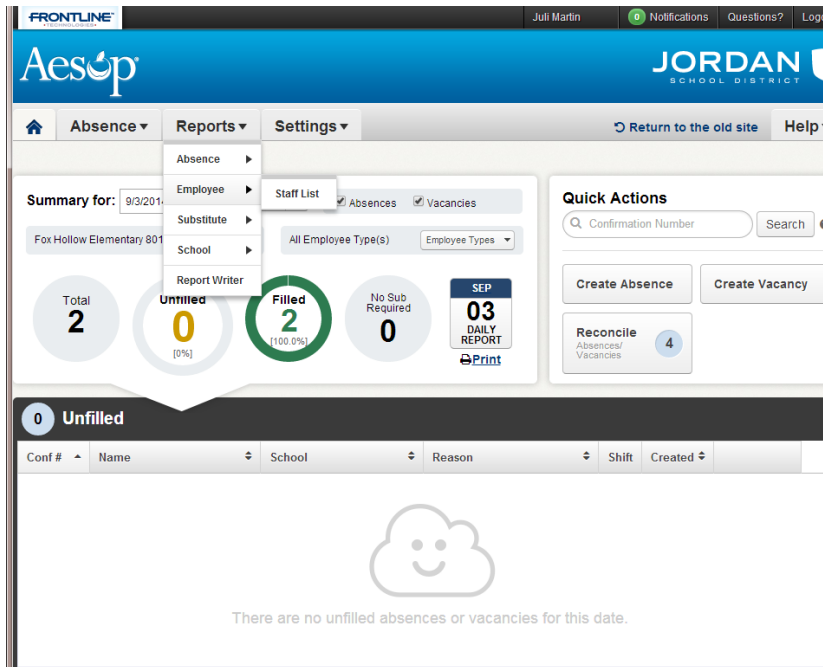
5. Substitute will allow you to view substitute availability and substitute history.



6. School allows you to view the call history for your location.

7. The settings tab allows you to make changes to your preferred sub list, school hours and other general information.

8. The help tab offers a tour through the system and a learning center for any other questions you may have about AESOP.