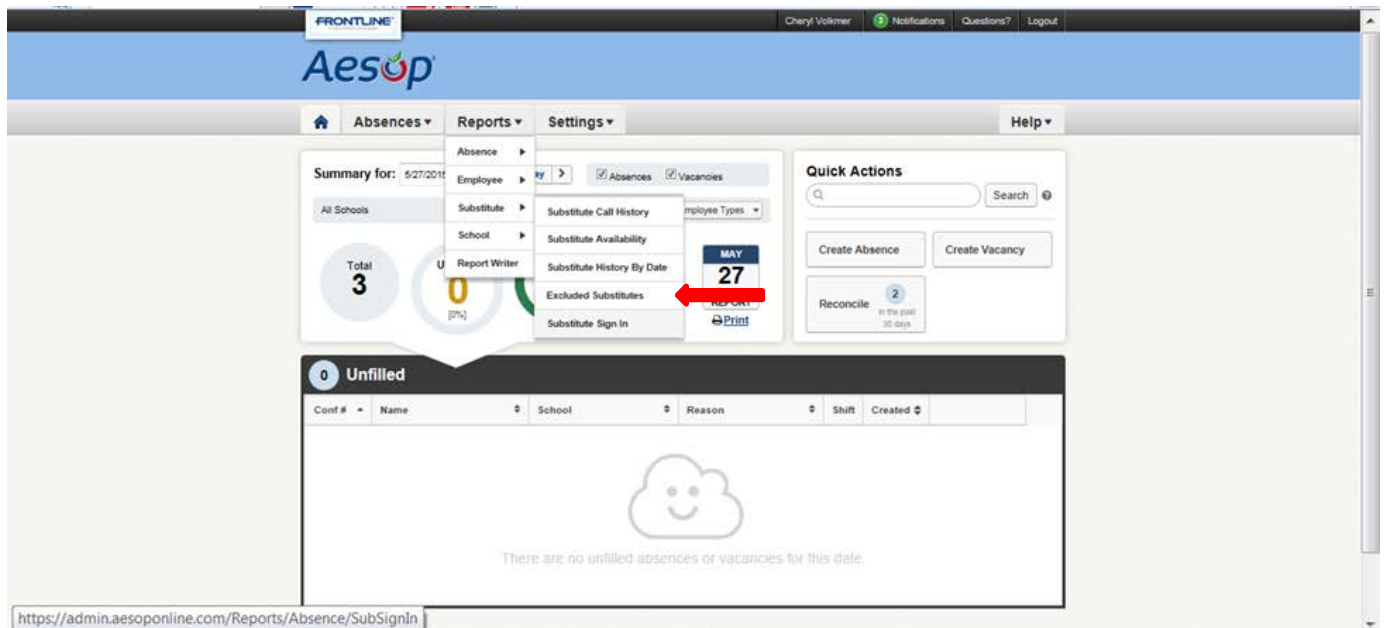


Substitute Sign-in Sheet Report

Need a sign in sheet for the substitutes to sign in at the front desk? The “Substitute Sign-in Report” is an absence report designed for this purpose. Run this report to get all the information about what substitutes should be coming in and what jobs they are filling in for. The report contains built-in blank lines for the substitutes to put their signatures on, and can be used later for reconciliation.

From the Aesop Campus User homepage go to Reports > Substitute > Substitute Sign-In



The report can be run for a date range of up to 92 days (if you are running it for just one employee, up to 121 days).

The report can be filtered by:

- Location
- Absence/Vacancy
- Employee Name
- Absence Reason Type
- Employee Type
- Date

Choose correct date and any other desired filters and press Search

The screenshot shows the Aesop system interface for generating a 'Substitute Sign In' report. The 'Date Range' is set to 5/27/2015. A calendar for May 2015 is displayed, with the date 27 highlighted in red. A red arrow points to the 'Search' button. The interface includes navigation tabs for 'Absences', 'Reports', and 'Settings', and a 'Select a Report' dropdown menu. The 'Absences' and 'Vacancies' checkboxes are checked. The 'Order By' is set to 'Date'. The 'Print' button is also visible.

The screenshot shows the Aesop system interface displaying the results of the 'Substitute Sign In' report for Wednesday, May 27, 2015. A red arrow points to the 'Print' button. The report table lists the following data:

Substitute	Signature	Start/End	Employee	Conf. #
Wednesday, May 27, 2015				
Janette Gesaner C.E. Budd Elementary School	.X	Full Day 08:00 AM-03:30 PM	PURDY, TREVA Intervention Specialist Teacher	171170316
James Baum Loudonville High School/Jr. High	.X	Full Day 08:00 AM-03:30 PM	STOMER, ERIC History Teacher Teacher	163944536
Stephanie Gribble C.E. Budd Elementary School	.X	Duration: 07:30 08:00 AM-03:30 PM	STOMER, JOAN 5th Grade Teacher	171879771

Print report. The report can also be printed with page breaks. Toggle this option by checking the box next to "Print with page breaks"