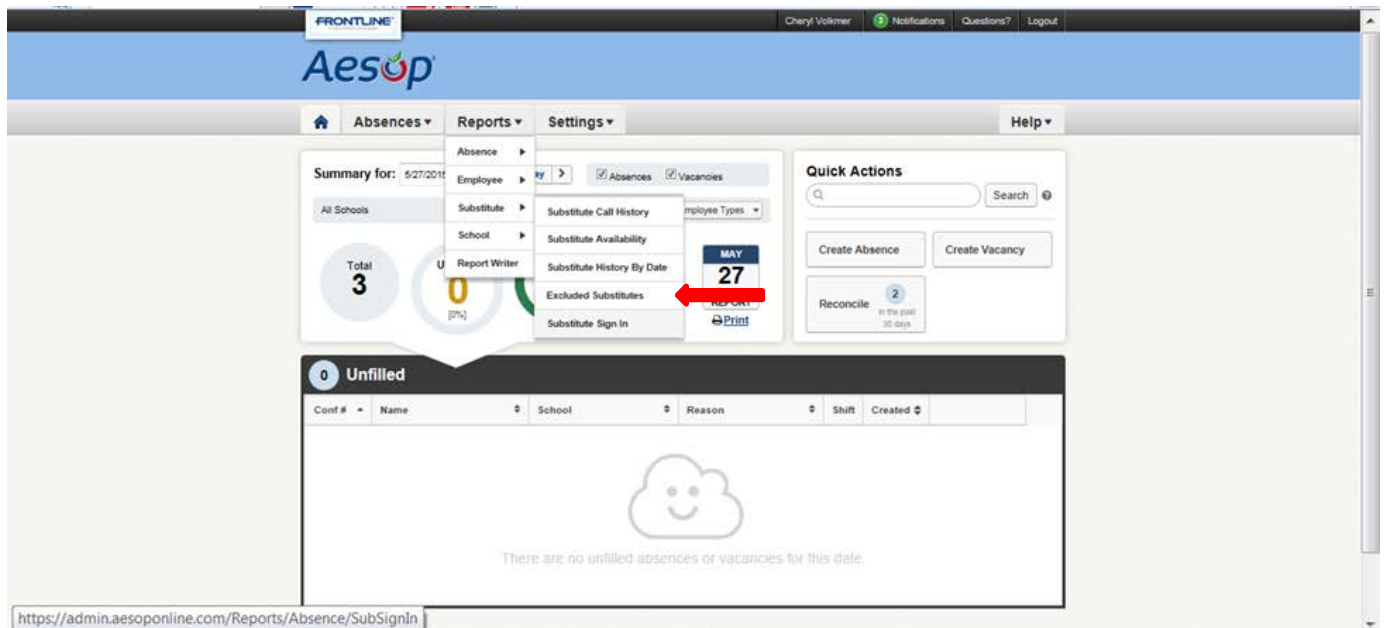


# Substitute Sign-in Sheet Report

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. At the top, there is a navigation bar with 'Absences', 'Reports', and 'Settings' menus. Below this, the 'Substitute Sign In' report is being generated. A date range selector 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 'Print' button is also visible. The report area below the calendar shows 'No Records Found.'

The screenshot shows the Aesop system interface. At the top, there is a navigation bar with 'Absences', 'Reports', and 'Settings' menus. Below this, the 'Substitute Sign In' report is being generated. A date range selector is set to 5/27/2015. A red arrow points to the 'Print' button. The report table is displayed below, showing substitute sign-in records for Wednesday, May 27, 2015.

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

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