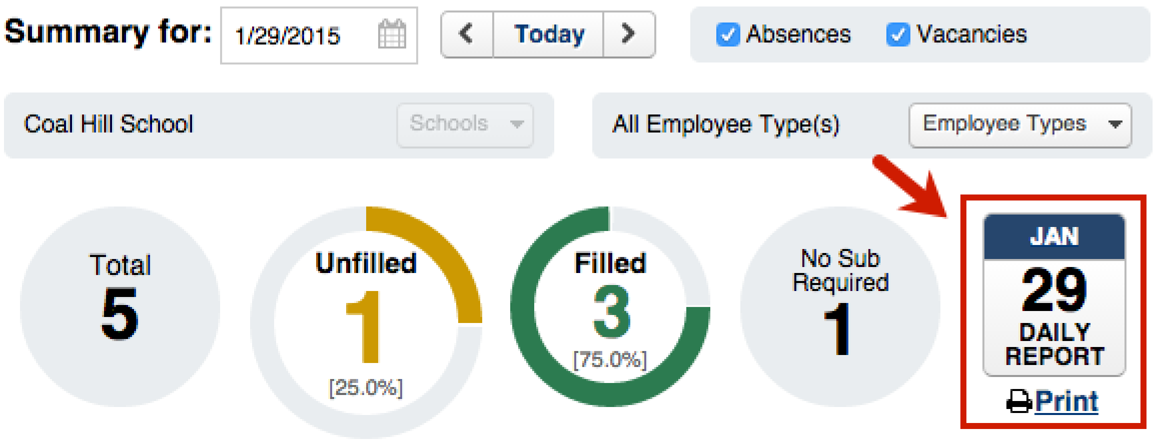
How to Use the Daily Report

The fastest way to see all your school's absence information for any given day is to view the "Daily Report". To access the Daily Report, click the link in your Aesop home page dashboard.



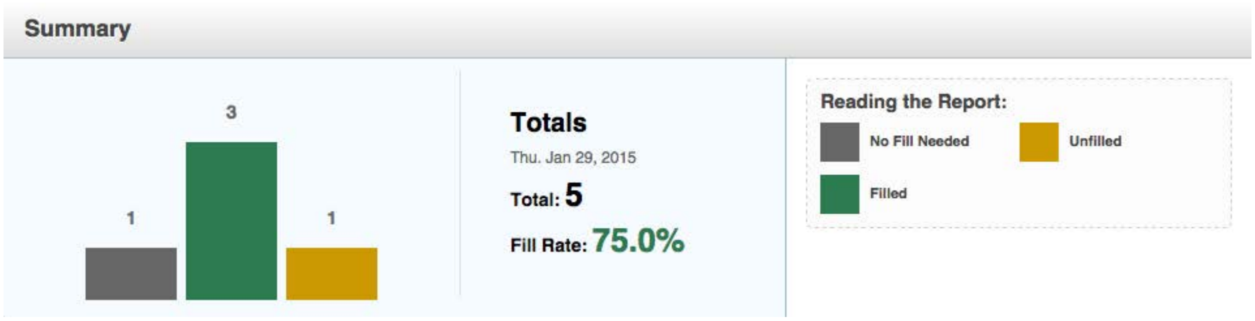
Summary for: 1/29/2015

☑ Absences ☑ Vacancies

Coal Hill School

All Employee Type(s)

When you first come to the Daily Report, you will see a summary of the day represented by a bar graph. The total absences for the day will be shown along with the current fill rate.



Summary

Totals

Thu. Jan 29, 2015

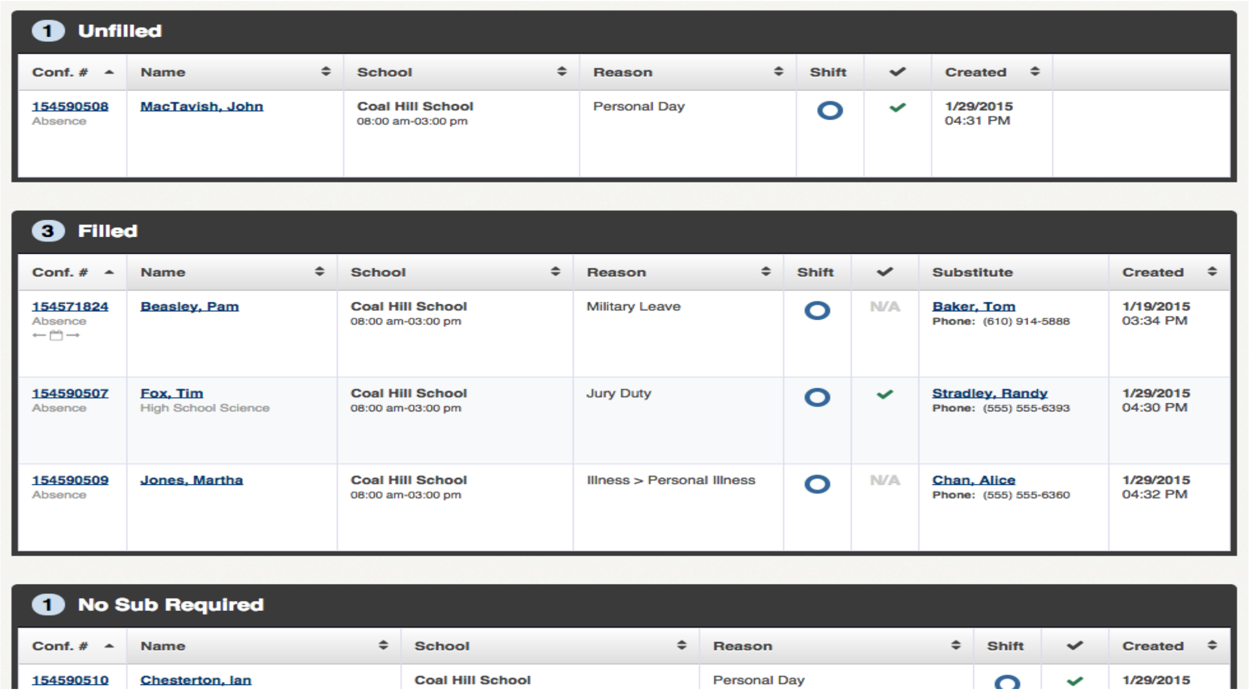
Total: 5

Fill Rate: 75.0%

Reading the Report:

▨ No Fill Needed	🟨 Unfilled
🟩 Filled	

Just below the summary you will see the absence data for that day. There are separate windows for "Unfilled", "Filled", and "No Sub Required" absences.



1 Unfilled

Conf. #	Name	School	Reason	Shift	✓	Created
154590508 Absence	MacTavish, John	Coal Hill School 08:00 am-03:00 pm	Personal Day	○	✓	1/29/2015 04:31 PM

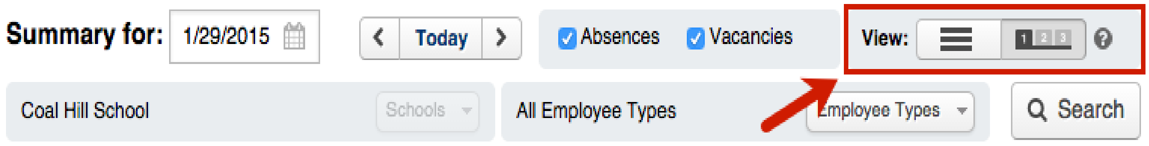
3 Filled

Conf. #	Name	School	Reason	Shift	✓	Substitute	Created
154571824 Absence	Beasley, Pam	Coal Hill School 08:00 am-03:00 pm	Military Leave	○	N/A	Baker, Tom Phone: (610) 914-5888	1/19/2015 03:34 PM
154590507 Absence	Fox, Tim High School Science	Coal Hill School 08:00 am-03:00 pm	Jury Duty	○	✓	Stradley, Randy Phone: (555) 555-6393	1/29/2015 04:30 PM
154590509 Absence	Jones, Martha	Coal Hill School 08:00 am-03:00 pm	Illness > Personal Illness	○	N/A	Chan, Alice Phone: (555) 555-6360	1/29/2015 04:32 PM

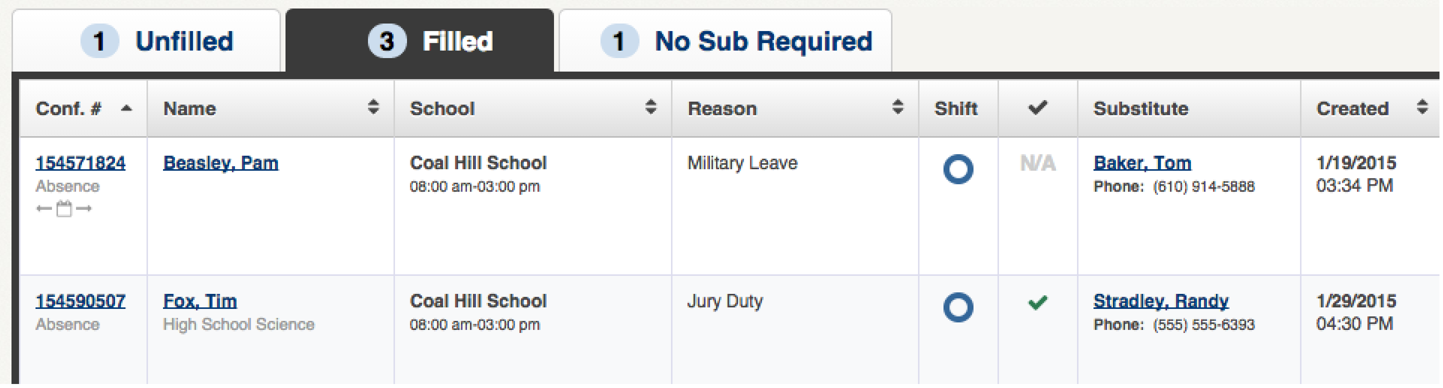
1 No Sub Required

Conf. #	Name	School	Reason	Shift	✓	Created
154590510	Chesterton, Ian	Coal Hill School	Personal Day	○	✓	1/29/2015

If you would prefer to use "tab" view instead of "list" view, you can click on "view" button to switch views.


Summary for:
1/29/2015
Today
☑ Absences
☑ Vacancies
View:
Coal Hill School
Schools
All Employee Types
Employee Types
Search
Print

In "tab" view, click on each tab to view its contents.

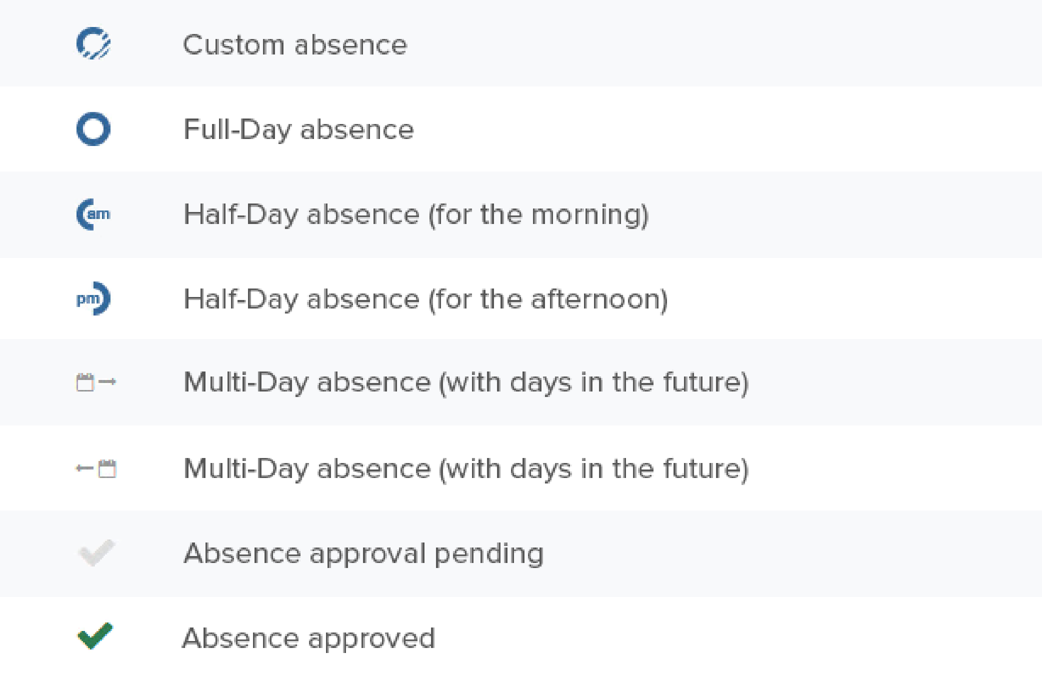

1 Unfilled
3 Filled
1 No Sub Required

Conf. #	Name	School	Reason	Shift	✓	Substitute	Created
154571824 Absence	Beasley, Pam	Coal Hill School 08:00 am-03:00 pm	Military Leave	○	N/A	Baker, Tom Phone: (610) 914-5888	1/19/2015 03:34 PM
154590507 Absence	Fox, Tim High School Science	Coal Hill School 08:00 am-03:00 pm	Jury Duty	○	✓	Stradley, Randy Phone: (555) 555-6393	1/29/2015 04:30 PM

The confirmation number, name of the absent employee, school and duration, absence reason, shift type (half day, full day, etc..), approval status, and date and time created will all be displayed. If the absence has been filled, the name of the substitute will be displayed as well.

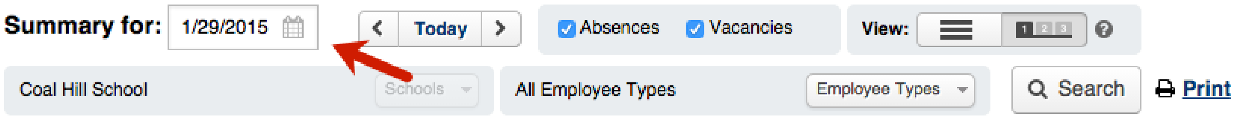
If you need to take action on an absence, you can click the confirmation number. This will take you to the absence page where you can **edit the absence** or take other actions like approval or **assigning a sub**.

What do all the icons mean? Here is a quick guide.



◌	Custom absence
○	Full-Day absence
am	Half-Day absence (for the morning)
pm	Half-Day absence (for the afternoon)
→	Multi-Day absence (with days in the future)
←	Multi-Day absence (with days in the future)
✓	Absence approval pending
✓	Absence approved

At the very top of the page you can change which date the report is displaying by either typing in a new date or selecting the date using the calendar icon. You can also use the arrows beside the date to go to a previous or future date, or go back to today's date by clicking **Today**.



Summary for: 1/29/2015

☑ Absences ☑ Vacancies

Coal Hill School

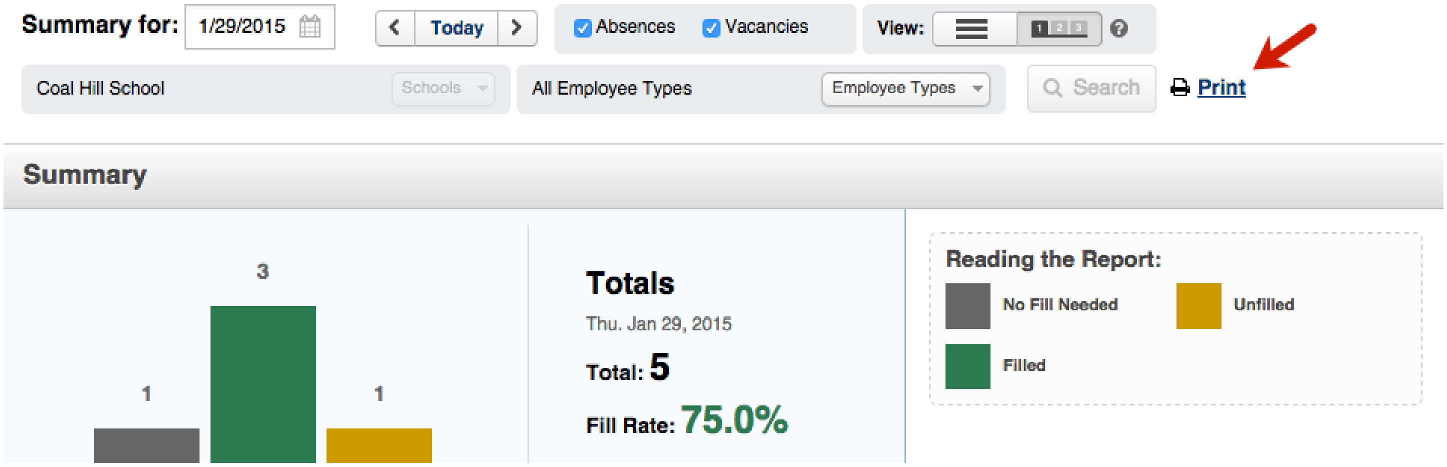
All Employee Types

You can also filter the results to show absences or vacancies. Check the box next to the type you would like the report to show. If you do not check either, the report will show both.

To filter the report by "Employee Type" click the **Employee Types** button and select which employee types you want the report to display.

When making any changes to the filters, make sure to click the **Search** button to apply the changes.

To print the Daily Report, click the **Print icon** found at the top right of the page. This will open the print function in your web browser.



Summary for: 1/29/2015

☑ Absences ☑ Vacancies

Coal Hill School

All Employee Types

Summary

Totals

Thu. Jan 29, 2015

Total: 5

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■ No Fill Needed	■ Unfilled
🟩 Filled	

The print view of the report will include "Unfilled", "Filled", and "No Sub Needed" absences in that order.

Please call the Rachel Wixey & Associates @ 419.725.9499 with any questions.

We are here to help you!

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