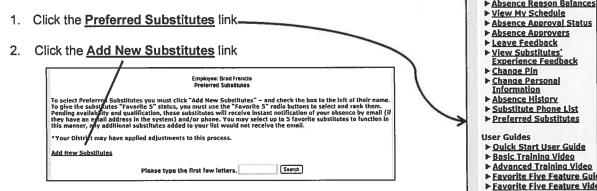## Preferred Substitutes*

You probably have a list subs who you prefer. You can create a list of these substitutes who Aesop will contact first, and may even hold the absence for a period of time for these subs, when you create an absence. If they are set and ranked as "Favorite Five" they can receive an email and a call during the first evening after absence creation
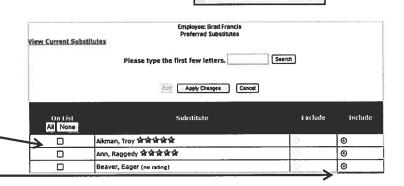
Some qualifying points to this:

•Sub must be available for the time (no other job)

•Sub cannot have a Non-Work Day

•Sub must meet any Qualifying Skills the district has set

•Aesop may make the absence available to a larger group of subs right when the absence is entered depending on district settings for absences created close to their start time.

** Keep in mind that subs who are preferred may be preferred by many employees. This means that the closer an absence is to starting, the less likely a preferred sub would be able available for an absence.

To add a substitute:

1. Click the **Preferred Substitutes** link

2. Click the **Add New Substitutes** link

3. The list of names will appear, or you may need to click on the alphabet letter for the desired substitute's last name, or enter the substitute's last name into the "Search" box and click **Search**

4. Click the box next to the name of the substitute you wish to select in the **On List** Column.

5. Select either **Exclude*** or **Include**

6. Click the **Apply Changes** button to save or **Cancel** if you do not wish to save the changes

7. Repeat Steps 2-6 for additional substitutes