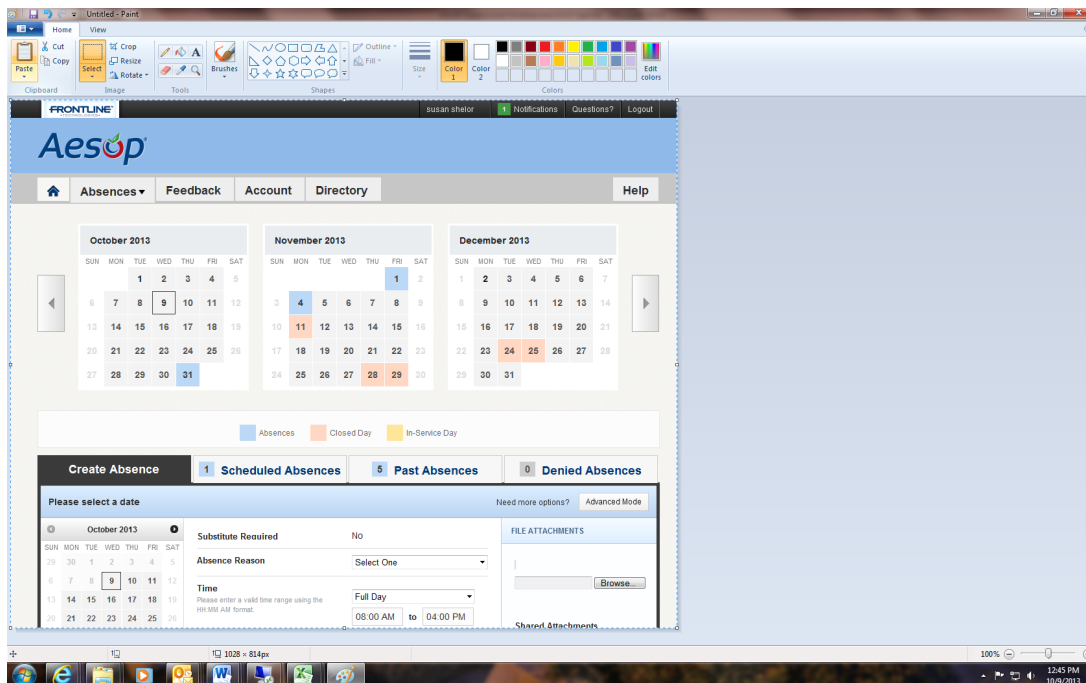


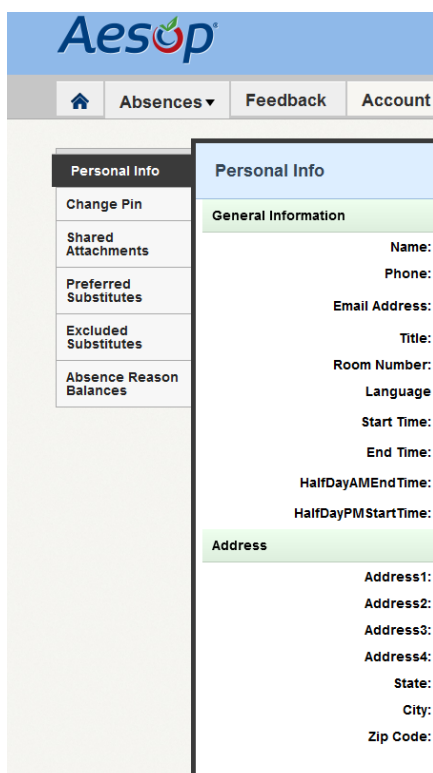
AESOP Employee Instructions:

Go to www.frontline12.com/aesop

And login using phone number and pin:



Click on “Account” to check loaded personal information, to change your pin, and view absence reason balances (Remember, these are uploaded from access about the 7th of each month and these are approx. balances. Patty McKinney in HR has the office record).



Click on "Directory" to view approvers:

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Absences', 'Feedback', 'Account', 'Directory', and 'Help'. The 'Directory' tab is active. Below the navigation bar, there is a sidebar with 'Approvers' and a main content area titled 'Approvers'. The main area has a sub-header 'Up to 1 level of Approval Required' and a table with the following data:

Name	Receive Notifications	Email Address
Approver Level: 1		
Caesar Rodney District Office Support Services Administrator	✗	
Caesar Rodney School District Administrator	✗	
Daniel Farley	✓	✉
Technology Administrator	✗	

Meeting/Training Absences: Try to get funding from meeting organizer prior to inputting the absence and input this into "notes to administrator" field like below:

The screenshot shows the 'Create Absence' form. At the top, there are 'Create Absence' and 'Cancel' buttons. The form is divided into several sections:

- Please select a date:** A calendar for October 2013 is shown, with the 9th selected.
- Absence Reason:** A dropdown menu is set to 'Meetings*'.
- Time:** A dropdown menu is set to 'Full Day', and a time range is specified as '08:00 AM to 04:00 PM'.
- Substitute Required:** A dropdown menu is set to 'No'.
- Notes to Administrator:** A text area contains the text 'Funding XXX - Per Administrator/Principal Name.' with a character count of '208 character(s) left'.
- File Attachments:** There are sections for 'Unloaded Files' and 'Related Files', with a 'Browse...' button.