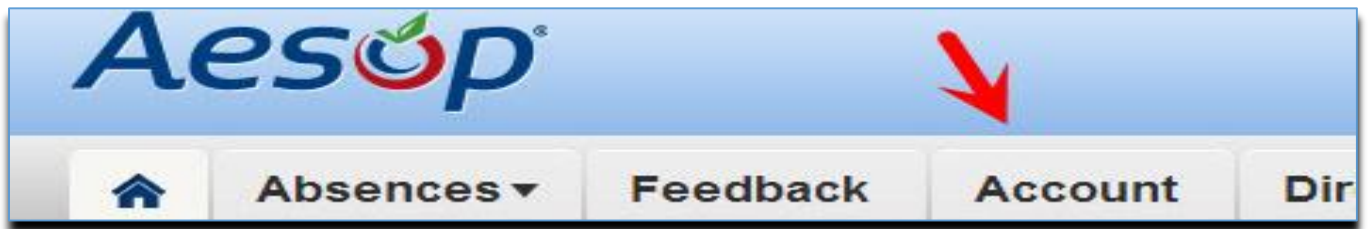


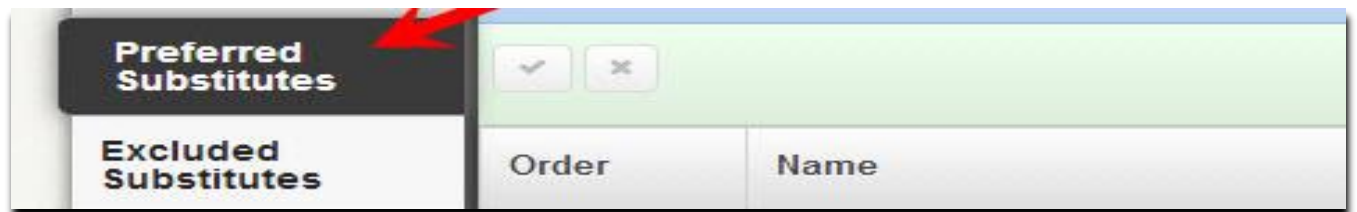
Managing Your Preferred Substitutes List

Employees and Office Managers are not permitted to assign a specific Substitute to an absence. However, all employees have the ability to create a list of the substitutes they prefer to fill their absences. These preferred substitutes are contacted first and have the ability to view jobs online before their peers, depending on visibility settings.

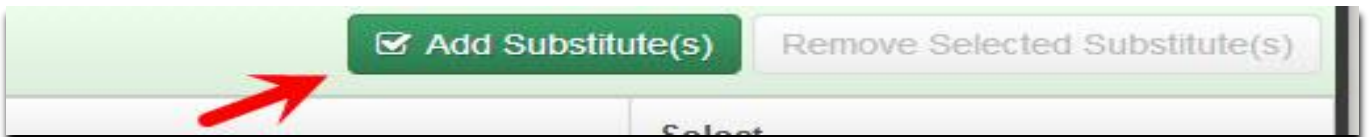
To access the "Preferred Substitutes" page, log into the Aesop website at www.aesoponline.com Then click the **Account** tab on the home page.



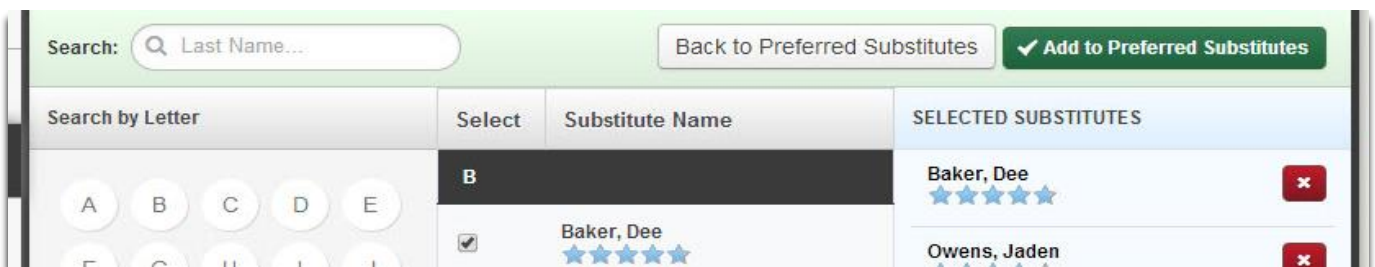
Now click on the **Preferred Substitutes** tab.



To add a substitute, click the **Add Substitute(s)** button.



This will open up the substitute selection page. Here, you can find the substitutes you want by searching by the substitute's last name, filtering by the first letter of the substitute's last name, or just browsing the list of substitutes.



Select the substitute(s) that you would like to add to your Preferred Substitutes list by checking

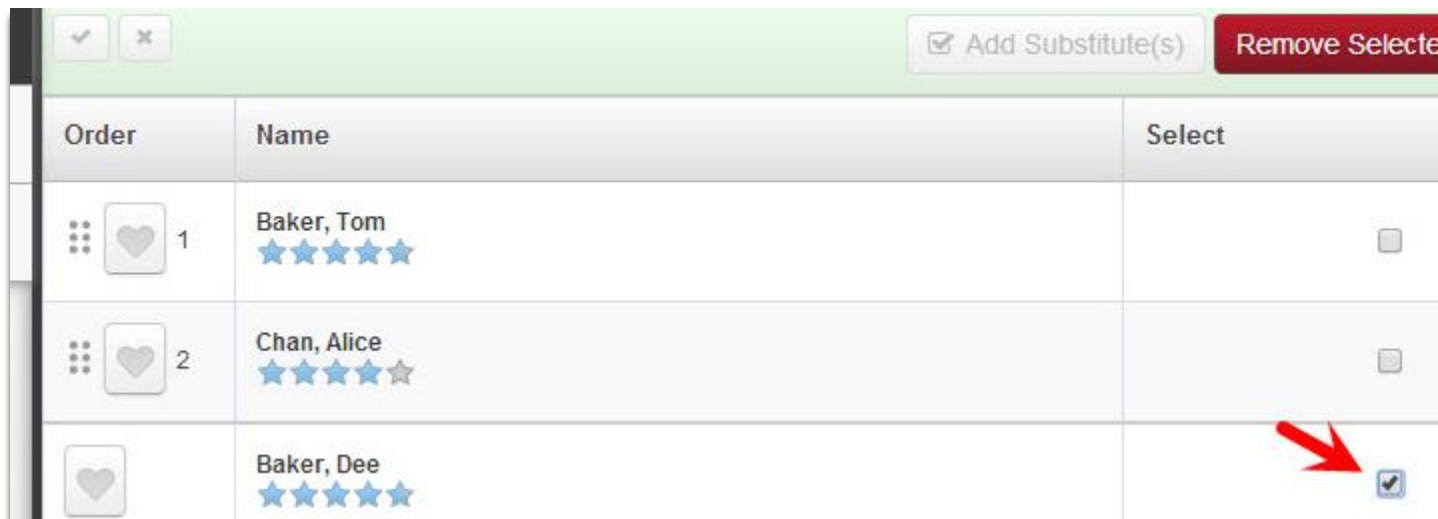
the box next to their names. Once you have finished selecting the substitutes, click the **Add to Preferred Substitutes** button. This will add the substitutes to your Preferred Substitutes list.



Order	Name
1	Baker, Tom ★★★★★
2	Chan, Alice ★★★★☆
	Baker, Dee ★★★★★

Removing Substitutes

To remove a substitute from your Preferred Substitutes list, click the check box for the substitute you would like to remove. The **Remove Selected Substitute(s)** button will appear. Click that button.



Order	Name	Select
1	Baker, Tom ★★★★★	<input type="checkbox"/>
2	Chan, Alice ★★★★☆	<input type="checkbox"/>
	Baker, Dee ★★★★★	<input checked="" type="checkbox"/>

Employees can edit their Preferred Substitutes list by adding or removing Substitutes at any time. Please note that this doesn't guarantee that a Substitute from your preferred list will accept the assignment. Also, if you create an assignment within twelve (12) hours of the start of that assignment, then the system will bypass the preferred list and will attempt to find any qualified Substitute.

Employees can also create an Excluded Substitute List. This can be done by following the same steps explained above, except click on "Excluded Substitutes" instead "Preferred Substitutes".

